

The University of North Texas at Dallas Policy Manual	<b>Chapter 6.000</b>
<b>6.004 Graduate Faculty Membership</b>	Faculty Affairs

**Policy Statement.** This policy describes the process and conditions for appointment to the Graduate Faculty at the University of North Texas at Dallas. “Graduate Faculty status” exists to ensure that graduate programs are taught by professionals whose expertise and record of scholarship qualify them to create educational opportunities commensurate with that experience and with best practices for graduate education. Those faculty who teach graduate-level courses, advise graduate students, serve on thesis or dissertation committees, or otherwise participate in graduate education at UNT Dallas must be members of the Graduate Faculty. The Graduate Faculty is composed of Full Members and Associate Members.

**Application of Policy.** This policy applies to UNT Dallas faculty, administrators with faculty appointment, and other persons eligible for appointment to the graduate faculty who will assist in the governance of the graduate programs of the institution.

**Procedures and Responsibilities.**

**Criteria for Graduate Faculty Membership.** Schools/Colleges may recommend appointments to membership on the Graduate Faculty on the basis of the following minimum qualifications:

- i. Education. The individual has a terminal degree appropriate to their academic field or discipline, or a combination of a master’s degree in the discipline and significant professional experience (or must show a comparable level of attainment through experience); and
- ii. Experience. The individual has graduate instruction through teaching or significant professional experience, or, where applicable, graduate student supervision; and
- iii. Research, Scholarly, and Creative Activity. The individual has evidence of relevant research, scholarly, creative activity, significant professional experience, or publications.

**Categories of the Graduate Faculty Membership.** There are two categories of Graduate Faculty:

- (1) Full Membership,
- (2) Associate Membership.

- **Full Membership**

Persons with the rank of Professor, Associate Professor, Assistant Professor, Lecturer, or non-tenure-system full-time faculty and practitioners are eligible to be nominated for appointment for full graduate faculty membership. Administrators who hold a terminal degree in their field and a faculty appointment in an academic department are also eligible for full membership in the Graduate Faculty.

Full members of the Graduate Faculty may teach graduate level courses, serve as members of master's advisory committees, serve as members of dissertation committees, serve as major professors or co-major professors for master's and doctoral degree students, serve as major professors or directors for master's theses and doctoral dissertations, and serve as University members for doctoral dissertations.

Faculty meeting the qualifications to be recognized as Full Members may be engaged in graduate education for a period of five (5) years and may renew their standing.

- **Associate Membership.**

Part time faculty and practitioners are eligible for Associate Membership in the Graduate Faculty.

Associate members of the Graduate Faculty may teach graduate level courses, serve as members of master's advisory committees, serve as members of dissertation committees, and serve as University members for doctoral dissertations.

Faculty meeting the qualifications to be recognized as Associate Members may be engaged in graduate education for a period of three (3) years and may renew their standing.

**Procedure for Nomination to Graduate Faculty Membership.**

Each college/school may develop its own more detailed guidelines for recommendation of faculty for “graduate faculty status” consistent with these qualifications. Written statements of school guidelines shall be approved through the appropriate school process, if applicable, and then sent to the Provost for review and approval. Guidelines that have received final approval will be kept on file in the Office of the Graduate School and shall be reviewed every five (5) years. The Dean of Graduate School expects that colleges/schools will measure each candidate carefully and critically against their own criteria (if any) and the minimum criteria listed in this policy before sending a recommendation forward.

The Graduate School is responsible for developing and distributing the appointment/nomination schedule, and reviewing the process and form of Full and Associate Membership appointment (with input and recommendations from the relevant academic unit).

**Periodic Review and Removal of Graduate Faculty Status.** Faculty member eligibility will be reviewed by the Graduate Council to determine if the faculty continues to meet the minimum qualifications for graduate

faculty membership. Membership may be revoked if the faculty member no longer meets the minimum qualifications.

It shall be the responsibility of each department/program and/or each college/school committee to ensure that its Graduate Faculty remain academically qualified for continued graduate level responsibilities.

If the college/school recommends that an individual faculty member be removed from Graduate Faculty membership as a result of academic or other misconduct, the faculty member may appeal that decision to the Graduate Council.

**Forms.**

- [Graduate Faculty Membership Form](#)

**Reference and Cross-references.** N/A

Approved: 11/15/2010

Effective: 11/15/2010

Revised: 4/23/2019