

## 1. GRADUATE FACULTY

The academic integrity of graduate programs rests primarily with the Graduate Faculty. The main responsibilities of the members of the Graduate Faculty are to (1) teach graduate students effectively, (2) foster independent learning, (3) enable students to contribute to a profession or field of study, (4) conduct scholarly research and creative work of high quality, (5) maintain proficiency in their discipline, (6) ensure graduate programs in their discipline are relevant and of high quality, and (7) cultivate the research and scholarly endeavors of graduate students. The University recognizes that each member of the Graduate Faculty contributes to the success of its graduate programs. Whether through classroom instruction, guiding academic research, professional supervision, or mentoring, the University seeks to find avenues to allow each Graduate Faculty member to best use his/her particular strengths. Toward that end, the University incorporates three categories of graduate faculty membership.

- 1.01 The Graduate Faculty at Sam Houston State University will have three categories of membership: (1) Full Membership – Doctoral, (2) Full Membership – Master’s, and (3) Associate Membership. Membership in these categories is based on academic qualifications and productivity in teaching and research/creative accomplishments. Membership is in no way limited by the graduate programs offered in each department/college.
- 1.02 Faculty members awarded Full Membership – Doctoral status may teach graduate classes, serve on thesis and/or dissertation committees, serve on the Graduate Council, and chair theses and dissertations.
- 1.03 Faculty members awarded Full Membership – Master’s status may teach graduate classes, serve on thesis and/or dissertation committees, serve on the Graduate Council, and chair theses.
- 1.04 Faculty members awarded Associate Membership status may teach graduate classes, serve on thesis and/or dissertation committees, and serve on the Graduate Council.

## 2. CRITERIA FOR MEMBERSHIP ON THE GRADUATE FACULTY

Members of the graduate faculty must (a) possess a terminal degree in the teaching discipline or a related discipline from an institution accredited by a recognized accrediting agency, (b) be tenured or in a tenure-track position, (c) demonstrate evidence of currency in the literature of the discipline, (d) be effective educators at the graduate level, and (e) be consistently active in scholarly and/or artistic

endeavors. The distinction between the three categories of graduate faculty membership rests primarily in the minimum scholarly or artistic expectations as broadly described below. The colleges and/or departments are expected to provide more specific guidelines based upon the norms and expectations of their particular discipline and provide a copy of these guidelines to the Office of Graduate Studies.

- 2.01 Criteria for Full Membership - Doctoral status requires substantial, documented evidence of excellence in scholarly and creative activities on a current and sustained basis. These scholarly and creative efforts must be peer-reviewed publications, performances, or competitive externally funded contracts or grants in the disciplinary or related area of assigned graduate responsibility.
- 2.02 Criteria for Full Membership – Master’s status requires documented evidence of scholarly and creative activities on a current and sustained basis. These scholarly and creative efforts must be peer-reviewed publications, performances, or competitive externally funded contracts or grants in the disciplinary or related area of assigned graduate responsibility.
- 2.03 Criteria for Associate Membership status requires documented evidence of scholarly and creative activities on a current and sustained basis. These scholarly and creative efforts must be peer-reviewed in the disciplinary or related area of assigned graduate responsibility. Scholarly and creative efforts include but are not limited to publications, performances, competitive externally funded contracts or grants, and presentations at scholarly conferences.

### 3. APPOINTMENT/REAPPOINTMENT PROCESS

- 3.01 Nominations for appointment may be submitted at any time in a faculty member’s career and are not connected to the reappointment timelines. Nominations may be initiated by the individual faculty member, the appropriate departmental chair, and/or the appropriate academic dean, using Form 1 attached to this policy. Form 1 and a current curriculum vita will be routed through the department chair, academic dean, Graduate Council, and the Dean of Graduate Studies. The Dean of Graduate Studies makes the final appointment with an informational letter sent to the Provost and Vice President for Academic Affairs with a copy sent to the academic dean and departmental chair.

- 3.02 a. On an annual basis, an academic dean may recommend a change in Graduate Faculty Status for any faculty member in his/her college using Form 2. The form is to be submitted to the Dean of Graduate Studies for the review by the Graduate Council and Dean of Graduate Studies. The final decision is made by the Dean of Graduate Studies.
- b. Reappointment to graduate faculty status will be reviewed when a recommendation is submitted for tenure, promotion, and post-tenure review. The process will be initiated with a memo from the Office of Graduate Studies. Form 2 and a curriculum vita must be routed through the departmental chair, academic dean, Graduate Council, and the Dean of Graduate Studies. The Dean of Graduate Studies makes the final appointment with an informational letter sent to the Provost and Vice President for Academic Affairs with a copy sent to the academic dean and departmental chair.
- 3.03 The Graduate Council must have a quorum present to act upon a recommendation for appointment or reappointment to graduate faculty. A simple majority of those Council members present is required for a recommendation for appointment or reappointment. The Dean of Graduate Studies will chair the Graduate Council meetings but will not have a vote in the Council's recommendation process for appointments/reappointments to graduate faculty status.

#### 4. TEMPORARY APPOINTMENT TO THE GRADUATE FACULTY

The University recognizes that some non-tenured/tenure-track faculty possess the skills and qualifications that allow them to be valuable to graduate programs at Sam Houston State University. Based upon the individual's academic and professional expertise and qualifications, renewable one-year temporary appointments may be requested for each of the three graduate status categories.

The University further recognizes that tenure-track hires who recently completed the requisite terminal degree but have not had time to create evidence of sustained scholarly productivity may be valuable contributors to SHSU's graduate programs. Based upon the individual's academic and professional expertise and qualifications such faculty may be nominated for temporary Associate membership to the Graduate Faculty. A tenure-track member may serve no more than three years on the Graduate Faculty with temporary membership.

Nominations for temporary appointment are made by submitting Form 1 and a current curriculum vita through the department chair and academic dean to the Graduate Council, and then to the Dean of Graduate Studies. The Dean of Graduate Studies makes the final appointment with an informational letter sent to the Provost and Vice President for Academic Affairs with a copy sent to the academic dean and departmental chair.

5. REVIEW PROCESS

Individuals who are denied appointment to graduate faculty status may appeal to the Dean of Graduate Studies, whose decision is final. An appropriate administrator may submit an appeal on behalf of a faculty member.

FORMS

This revised policy becomes effective November 1, 2006.

APPROVED: \_\_\_\_\_ /signed/  
James F. Gaertner, President

DATED: \_\_\_\_\_ 1/19/07

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: October 14, 1980  
Reviewer(s): Academic Policy Council  
Graduate Council

Review Cycle: October, ENY\*  
Review Date: October 1, 2008

Approved: \_\_\_\_\_ /signed/  
David E. Payne  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 1/16/07

\*ENY = Even Numbered Year