

GRADUATE FACULTY STATUS CRITERIA

Graduate Faculty Status recognizes and ensures the quality of graduate education and the faculty who teach and work with students in their programs. All faculty involved in graduate education must either have earned full or associate status. The two levels differentiate the degree to which faculty participate and their responsibilities. Quality assurance, accreditation requirements, and best practices all support these criteria.

Graduate Faculty Status is awarded for a period of 5 years. Renewals should be submitted before expiring. Administrators returning to teaching roles will be grandfathered for 5 years before having to renew.

Graduate Council has the responsibility and authority to approve all full status applications. Graduate Education & Research has the responsibility and authority to approve all associate status applications.

Faculty that do not meet application requirements may petition Graduate Education & Research for a temporary 1-year exemption. Subsequent appeals require review and approval from the Graduate Council.

[HLC Qualifications to Teach Graduate Courses](#)

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

CRITERIA FOR ASSOCIATE GRADUATE FACULTY STATUS

Associate Graduate Faculty Status provides the privilege to

- Teach courses offered for graduate credit for which the person has been approved;
- Be eligible to serve on committees, but not chair, overseeing graduate students' capstone experiences, such as theses, research papers, and final projects;
- Be members of the Graduate Faculty Assembly with limited voting privileges (i.e., may not elect members to Graduate Council)

Associate Graduate Faculty may petition Graduate Education & Research for a temporary 1-year exemption to

- Serve as acting program coordinators and/or graduate student advisors with approval per academic year from the academic unit.

Faculty should have a terminal degree in the discipline or a degree one level above that being taught, ie earned EdS to teach 5000 level courses, doctorate to teach 6000 or above level courses. (For graduate faculty that have degrees in a different field, they should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.) If they do not then they must provide evidence of qualification through work and experience.

The faculty member must meet two of the three categories below:

1. **Education:** Terminal degree or a level higher than teaching
 2. **Work experience:** This requirement is satisfied by having five or more years of recent relevant work experience (not teaching graduate courses) related to the program/courses being taught.
 3. **Professional development and continuing education:** This requirement is satisfied by fulfilling any combination of three of the following relevant learning experiences in the past five years:
 - A. Completion of a professional development course or workshop related to the discipline
 - B. Attendance at a professional conference in the discipline
 - C. Completion of a graduate level course in the discipline beyond your degree
 - D. Scholarly activity related to the discipline
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CRITERIA FOR FULL GRADUATE FACULTY STATUS

Full Graduate Faculty Status provides the privilege to

- Teach all courses in the program offered for graduate credit;
- Be eligible to chair committees overseeing graduate students' capstone experiences, such as theses, research papers, and final projects;
- Be eligible to serve as program coordinators and graduate student advisors;
- Be members of the Graduate Faculty Assembly with all voting privileges;
- Be eligible to serve on the Graduate Council

Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

Faculty who do not have an earned doctorate or appropriate terminal degree or do not meet full status requirements will be considered for Associate Graduate Faculty Status.

The faculty member must meet two of the three categories below:

1. Scholarly performance involving discipline related inquiry and/or creative activity

This requirement is satisfied by earning a total of **6 points** over a five-year period (each item in Category A = 3 points; and each item in Category B = 1 point; except where noted). Examples include but are not limited to the following:

CATEGORY A (3 points each)	CATEGORY B (1 point each)
Book, sole author (<i>6 points</i>)	Book review
Book, co-author	Non-refereed journal articles
Book chapter, author	Presentations at professional meetings
Book, editor	Conference proceedings
Refereed journal article	Commissioned reports
Published musical score	Published instructional software
Juried sound/video recording	Non-juried creative performance
Juried art exhibition	External grant submitted
Juried musical performance/production	External grant awarded
Juried theatrical performance/production	

Notes: The same work presented multiple times may only be counted once; Grants are counted for 1 point during the year submitted and if awarded for 1 more point during the year awarded, for a total of 2 possible points.

2. Involvement in professional organizations

This requirement is satisfied by demonstrated involvement in **two activities** over the five year time period.

Involvement in professional organizations means active engagement with professional organizations at state, regional, national, or international levels. It goes beyond paid membership. Examples include but are not limited to: serving as a board member for a professional organization, elected officer or committee member, editing or refereeing in an organizational journal, serving as a judge at a performance or exhibit, or serving on a planning committee, a session organizer, or discussant for a professional event. **This is not an all-inclusive list.**

3. Engagement in graduate education

List the course number and year of graduate courses taught in the past 5 years. If these are thesis committees, include the student name and year completed.

This requirement is satisfied by fulfilling any combination of **three** of the following in the past five years, ie two courses and one thesis.

- A. Teaching a regular (not a special project) 5000/6000 level course, or a 4000 level course for GR credit with enrolled graduate students
- B. Serving as a chair of a completed thesis or dissertation

Graduate level engagement from other institutions may be considered in determining if these criteria are met.

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