

**Florida Atlantic University  
College of Engineering & Computer Science  
Graduate Policies and Procedures**

## **I. Background**

The Graduate College Governance Document has been recently approved by the University Graduate Faculty and the University Faculty Senate. In accordance with the Graduate College Governance Document, each College is required to develop its own detailed guidelines and criteria for the membership in the graduate faculty and submit them to the University Graduate Council for approval. The aim of this document is to establish the implementation of the Graduate College Document in the College of Engineering and Computer Science

## **II. General**

Members of the Graduate Faculty in the College of Engineering and Computer Science are appointed according to the Graduate College Governance Document. Each department within the College may establish additional criteria for the graduate faculty subject to the College & University approval process. Membership in the Graduate Faculty is for a five-year term and is renewable, subject to review in accordance with the Graduate College Governance Document and the following guideline.

Four levels of graduate faculty as defined by the Graduate Governance document are as follow:

1. Graduate Faculty may teach graduate courses, serve on and chair Masters and Ph.D. Committees, and serve on committees that oversee graduate programs.
2. Associate Graduate Faculty may teach graduate courses and serve on Master's committees. Any graduate program may have additional written criteria authorizing Associate Graduate Faculty members to serve on or co-chair doctoral supervisory committees.
3. Graduate Lecturers may teach graduate courses but cannot serve on Masters or Ph.D. committees.
4. Graduate Faculty Emeriti may teach graduate courses and serve on and co-chair Masters and Ph.D. Committees.

*Remark:* The term “graduate faculty” (all lower case) refers to all four of the above levels; the term “Graduate Faculty” refers only to level #1

## **III. Appointment/Re-Appointment Process**

1. For appointments, the graduate faculty shall be evaluated on their research/ scholarly activity, graduate teaching, and graduate mentoring.
2. Appointment letters will state the level of the appointment: Graduate Faculty, Associate Graduate Faculty, Graduate Lecturer, or Graduate Faculty Emeriti.

3. New FAU hires as tenured or tenure track faculty shall be approved the Graduate College Governance Document by the College Dean and recommended to the Graduate College Dean for Graduate Faculty appointment.
4. Current FAU employees who are not presently graduate faculty may send a Graduate Faculty Status Application Form 1 (available on the Graduate College website), a CV, and a nominating letter (e.g., from their unit head, such as an HBOI Director) to the Department Chair. Their appointment to Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturer shall be conducted according to this guideline. Upon the Dean's approval, the completed Form 1 will be sent to the Graduate College dean, who then sends the letter granting the appropriate graduate faculty status.
5. Re-appointments will be every 5 years for Graduate Faculty, Associate Graduate Faculty, and Graduate Faculty Emeriti, and every year for Graduate Lecturers.
6. For re-appointments, the candidate faculty member will be reviewed by the Department Graduate Committee, which will convey its recommendation to the Department Chair. The Chair will then forward his/her recommendations to the College Graduate Committee. Upon reviewing the recommendations of the College Graduate Committee, the Dean will send his/her recommendations to the Dean of the Graduate College for re-appointment.

#### **IV. Graduate Faculty**

Eligibility for the membership in the Graduate Faculty shall be based on the following:

- Active involvement in research activities as evidenced by:
  - (a) An excellent publication record in peer-reviewed journals, refereed conferences, scholarly books, and granted patents
  - (b) Sponsored research support
  - (c) Editorial activities and memberships/participations in professional societies
- Teaching of graduate courses over the past five years
- Chairing Master's thesis/ Ph.D. dissertation to completion over the past five years
- Serving on thesis/dissertation supervisory committees as a member over the past five years

The candidate faculty member will be reviewed by the Department Graduate Committee, which will make a recommendation to the Department Chair. The Chair will then forward his/her recommendations to the College Graduate Committee. Upon reviewing the recommendations of the College Graduate Committee, the Dean will send his/her recommendations to the Dean of the Graduate College for re-appointment.

#### **V. Associate Graduate Faculty**

Associate Graduate Faculty shall meet the following University minimum requirements:

- Hold the terminal degree suitable for contributing to the program or show a comparable level of attainment through experience as determined by the Department Graduate Committee.

- Be actively involved in research and scholarly work.

Associate Graduate Faculty will be nominated by the Department Chair. The Chair will then forward the Department Graduate Committee recommendations to the College Graduate Committee. Upon reviewing the recommendations of the College Graduate Committee, the Dean will send his/her recommendations to the Dean of the Graduate College for re-appointment. Associate Graduate Faculty members are appointed to five-year renewable terms.

## **VI. Graduate Lecturer**

A faculty member nominated for appointment as Graduate Lecturer must meet the following minimum requirements:

- Hold the rank of Instructor, Lecturer, Adjunct or above;
- Hold at least a masters degree, and/or show a competence level of attainment through experience as determined by the Department Graduate Committee.

Graduate Lecturer will be nominated by the Department Chair. The Chair will then forward the Department Graduate Committee recommendations to the College Graduate Committee. Upon reviewing, the College Graduate Committee will forward its recommendations to the Dean. The required forms will be completed at the Dean' level and shall be forwarded to the University Graduate College Dean.

## **VIII. Graduate Faculty Emeriti**

Following the University Graduate College Governance policy, Graduate Faculty Emeriti may retain the rights and privileges associated with their previous status as members of the Graduate Faculty. Graduate Faculty Emeriti are appointed to a five-year renewable term.

## **IX. Appeal Process**

Any appeal process shall be in accordance with the guidelines described in Section F of the Graduate College Governance Document.

## **X. Reporting the List and Record Keeping**

The Dean or designee shall submit a list of approved graduate faculty annually to the Graduate College. The Graduate College Dean formally appoints the faculty members to the appropriate graduate faculty status.

Approved, College Graduate Committee, April 22, 2010  
Approve, College of Engineering and Computer Science faculty on 4-30-2010