

# Florida Atlantic University College of Education

## Process for Appointment and Renewal to the Graduate Faculty

*April 21, 2017 Approved  
FAU COE Faculty Assembly*

The Graduate Faculty of the College of Education was created on January 1, 1988. The existence of a Graduate Faculty is one of the many necessary mechanisms for maintaining rigorous, professional instructional quality control. In addition, the traditional role of the Graduate Faculty is seen as a way to encourage the faculty to strive for higher levels of scholarship. Membership to the Graduate Faculty is for a five-year term and is renewable, subject to review in accordance with the prescribed guidelines.

### **Criteria and Guidelines for Membership on the Graduate Faculty**

All policies regarding the appointment of Graduate Faculty, as described in the Graduate College Governance Document (GCGD) will be utilized in the College of Education. In accordance with Section C.1., Graduate Faculty meet the following university minimum requirements as follows:

- *Hold the rank of Assistant Professor or above (clinical, research scientist/faculty, and affiliate research faculty inclusive). Under exceptional circumstances faculty members with a comparable level of expertise may apply for status as Graduate Faculty.*
- *Hold the terminal degree suitable for contributing to the college or show a comparable level of attainment through experience as determined by the Graduate Committee of the program.*
- *Be actively involved in scholarly or creative activity, graduate teaching or graduate mentoring.*

Membership on graduate student supervisory committees will follow the criteria set out in the GCGD section B. In addition, any graduate program may have additional written criteria, approved by the University Graduate Council, for their Graduate Faculty to participate on graduate supervisory committees, either as a member, committee chair or primary advisor (GCGD Section B.1.c.).

All other levels and privileges of Graduate Faculty status (Associate Graduate Faculty, Graduate Lecturer, Graduate Faculty Emeriti), will be determined by the criteria set out in the GCGD Sections B & C.

### **Graduate College Process for Appointment to Graduate Faculty**

1. For appointments, the graduate faculty shall be evaluated on their scholarly activity, graduate teaching, and graduate mentoring by the Department/Unit.
2. Appointment letters shall state the level of the appointment: Graduate Faculty, Associate Graduate Faculty, Graduate Lecturer, or Graduate Faculty Emeriti.
3. Re-appointments shall be every 5 years for Graduate Faculty, Associate Graduate Faculty, and Graduate Faculty Emeriti, and every year for Graduate Lecturers.

4. For re-appointments, the graduate faculty shall be reviewed by the appropriate Department/Program committee on their scholarly activity, graduate teaching, and graduate mentoring and recommend action to support or reject that re-appointment.

5. All appointments and re-appointments to the graduate faculty are subject to a **vote by** Department/Program Graduate Faculty and a review by the Department/Program Chair and the COE Dean, or their designees. All appointments or re-appointments will require a Form 1.

6. Procedures for appointments:

6a. Upon the appointment of a new FAU hire as tenured or tenure track faculty the Dean shall send a memo to the Graduate College recommending their appointment to the Graduate Faculty and the Graduate College shall send a letter to the faculty member granting them Graduate Faculty status.

6b. Current FAU employees that are not presently graduate faculty shall 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) to the Department/Program Chair. Their appointment to Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturer must be approved by a vote by Department/Program Graduate Faculty, a review by Department/Program Chair, and the COE Dean, and/or designee. The COE Dean then sends Form 1 to the Graduate College which sends the letter granting the appropriate graduate faculty status.

6c. Non-FAU employees must first be appointed as Affiliate Faculty and then (or simultaneously) be considered for graduate faculty. Affiliate Faculty may be appointed as Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturers. Appointment to Affiliate Faculty and graduate faculty must both be approved by the Department/Program Graduate Faculty, Department/Program Chair, and the COE Dean. Once Affiliate Faculty status is confirmed, the COE Dean then sends completed Form 1 to the Graduate College which sends the letter granting the appropriate graduate faculty status, in accordance with Provost's Guidelines.

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

The College of Education Dean will annually report the approved members at all levels to the Graduate College Dean.

All other rights, responsibilities, processes (including appeals) not otherwise specified in this document will be governed by the GCGD. All previous COE Graduate Faculty governance policies are no longer in effect.

August, 1988

Revised November, 1999

Revised September, 2005

Revised, January 2010

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