

GRADUATE FACULTY APPOINTMENT POLICY THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

<http://provost.uncg.edu/documents/personnel/graduate.pdf>

(Recommended by the Graduate Administrative Board, Approved by the Provost, November 21, 1960)
(Revised by the Graduate Administrative Board, Approved by the Provost, August 26, 1988)
(Revised and Approved by the Graduate Studies Committee, April 16, 1990; March 26, 2001)
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(Revised and Approved by the Graduate Studies Committee, January 26, 2018)
(Revised and Approved by the Graduate Council, March 22, 2019)

The integrity of graduate programs rests fundamentally on the competence of the faculty. The policy regarding graduate faculty status is intended to ensure that student research and coursework are being directed by faculty members who are actively engaged in original scholarship and are current with respect to important developments in their discipline.

Graduate Faculty Status is determined by the Department/Program and Dean of the Unit, which informs The Graduate School about the graduate status of new faculty, as well as any changes to faculty status. Appointment to the Graduate Faculty is either as a Member or as an Adjunct Member. Minimal eligibility requirements for appointment and functions for each status category are described below. Appointment to the Graduate Faculty must satisfy the SACS COC Principle 6.2.a: *For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.*

Doctoral Committees may be chaired graduate faculty, as determined by best practices within the Department/Program.

Members of the Graduate Faculty

Eligibility

- Tenure-stream or Full-Time Academic Professional¹ faculty members who hold a terminal degree in a field appropriate for their appointment.
- Demonstrated commitment to excellent teaching.
- Competence in research/creative activities as demonstrated, for example, by exhibitions or performances, by publication in professional journals, books, or monographs, or in other forms as is common in their discipline.
- Demonstrated commitment to professional development in a manner that is common in their discipline.

Appointment

- Occurs at the time of hiring through the UNCG Faculty Credentialing and Verification Process.
- Term of appointment is ongoing.

The Rights and Privileges Associated with Membership on the Graduate Faculty include:

- serving as major advisor for graduate theses and dissertations as assigned
- teaching and/or developing graduate level courses as assigned
- participating in academic decisions about the graduate programs and graduate students in your department
- participating in the shared governance of graduate education at UNCG.

Adjunct Members of the Graduate Faculty

Eligibility

¹ Academic Professional comprises all full-time, fixed-term faculty appointments regardless of actual title. (e.g. lecturer, clinical, artist-in-residence, researcher, etc.)

1. Faculty or staff members and professionals who hold an advanced degree in a field appropriate for their appointment, have responsibilities within the graduate program, and whose appointments place them in one of the following categories are eligible for appointment as Adjunct Members of the Graduate Faculty:
 - a. Full-time, fixed term faculty without a terminal degree
 - b. Adjunct faculty² and part-time faculty
 - c. Retired faculty³
 - d. Faculty on phased retirement
 - e. Faculty from other universities
 - f. Non-teaching staff members or other qualified professionals
 - g. Outside community professionals
 - h. Visiting faculty employed on a full-time basis.

Appointment

- Occurs at the time of hiring through the UNCG Faculty Credentialing and Verification Process.
- Non-paid appointments are requested through The Graduate School.
- Term of appointment is determined by the department or program.
- Faculty who move into retirement are moved to this status (see footnote 3)

The Rights and Privileges Associated with Adjunct Membership on the Graduate Faculty include:

- Adjunct Members may serve as members of Master's Thesis Committees; however, they may not Chair Master's Thesis Committees.
- Adjunct Members may serve as members of Doctoral Committees; however, they may not Chair Doctoral Committees.
- Teach graduate level courses provided they meet the SACSCOC Standard 6.2.a.

Maintenance, Review, and Removal of Faculty Status or Endorsement to Chair Doctoral Committees

- All Members of the Graduate Faculty shall enjoy protection against unjust and arbitrary removal from the Graduate Faculty.
- Departments are encouraged to review Graduate Faculty Status and Endorsements every five years, either at the tenure review or post-tenure reviews.
- Any changes in Graduate Faculty Status must be documented in the SACSCOC Credentialing database and communicated to The Graduate School.
- Removal of Graduate Faculty Status revokes all rights of privileges of Graduate Faculty Status.
 - Each Department will determine its own process for removal of Graduate Faculty Status.
- Tenure-stream Members of the Graduate Faculty may appeal the removal of Graduate Faculty Status to the Faculty Grievance Committee of the Faculty Senate.
- Academic Professional Members of the Graduate Faculty may appeal the removal of Graduate Faculty Status by the procedures laid out in the Appeal Guidelines for Designated Exempt Employees (EHRA).

² Adjunct Faculty are non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial.

³ At the discretion of the Department Head, Members of the Graduate Faculty who are serving as Chair of students' Doctoral Committees or Master's Thesis Committees at the time of entering Phased Retirement/Retirement may continue to serve as Chair until these students complete their program. Retired faculty may begin to serve as Chair of Doctoral Committees or Master's Thesis Committees at the sole discretion of the Department Head; these retired faculty will be endorsed to retain the ability to chair these committees; however, these endorsed faculty are not voting Members of the Graduate Faculty.