

**Florida Gulf Coast University
Graduate Affairs Team**

Graduate Faculty Appointment and Review Policy
Revised April 15, 2004

I. Purpose for Appointment and Review of Graduate Faculty

The quality of the graduate degrees granted by Florida Gulf Coast University depends upon the qualifications and expertise of the faculty members involved in the university's graduate programs. The policies and procedures below are designed to ensure that faculty members appointed to Graduate Faculty membership meet the high academic and professional standards expected of those participating in Master's- and Doctoral-level programs. In addition, these policies and procedures are designed to ensure that Florida Gulf Coast University's graduate programs will meet the standards of the university's regional accrediting body, the Southern Association of Colleges and Schools.

II. Categories, Functions, and Qualifications of Membership

The four categories of membership are *Member*, *Associate Member*, *Graduate Adjunct Member*, and *Special Associate Member*. An individual may be recommended for Graduate Faculty membership on the basis of his or her college's Graduate Faculty appointment criteria and standards. Colleges are expected to measure candidates carefully and critically against their appointment criteria and standards before sending recommendations forward.

Each college must develop and maintain written criteria and standards for Graduate Faculty membership. In doing so, a college may elect either to adopt the criteria and standards listed below or to adopt more stringent and/or detailed criteria and standards. A college also may elect either to adopt uniform criteria and standards for all of its graduate programs or to accommodate program-level differences in criteria and standards, provided that in all cases these meet or exceed the minimum standards listed below. These college criteria and standards shall be reviewed by the unit's academic dean, the Graduate Affairs Team, and the Dean of Graduate Studies in the order indicated before being forwarded to the Provost. Each reviewer shall forward the proposed college criteria and standards with recommendation to the next reviewer, with the final determination made by the Provost. Criteria and standards that have received final approval shall be kept on file in the Office of Academic Affairs and shall be reviewed every five years.

The university's criteria and minimum standards for Graduate Faculty membership are as follows:

A. *Member Status.*

1. Functions

- a. Teach 5000-, 6000-, and 7000-level courses.
- b. Serve as committee member for Dissertations, Master's theses, and other culminating graduate projects or exams.
- c. Direct Dissertations, Master's theses, and other graduate-level culminating projects.

2. Qualifications

- a. Faculty appointment and rank: full-time permanent appointment at Associate or Full Professor rank, or at the Assistant Professor rank for faculty members approved according to the procedures in Section III-C below.
- b. Education: terminal degree in the graduate program's discipline or in a closely-related discipline; terminal degree in an unrelated discipline acceptable in exceptional cases if the faculty member provides evidence of significant and ongoing research or other appropriate creative activities in the graduate program's discipline.
- c. Scholarly productivity: evidence of mature, independent research or other appropriate creative activities continuing to the present. Such evidence may take the form of published books, scholarly monographs, articles in refereed or other appropriate journals, presentations, externally funded grants, technical reports, consultantships, artistic creations or musical compositions, or other significantly scholarly and professional activities.
- d. Teaching: evidence of effectiveness in graduate-level teaching. Evidence of graduate teaching effectiveness should include both student evaluations and an evaluation of teaching effectiveness by the faculty member's department/division supervisor. Evidence may also include teaching awards, successful instructional innovation grants, student accomplishments, guidance of graduate students' research projects, peer reviews, innovations in course design or delivery, publications in the area of pedagogy, or other quantitative or qualitative evidence as determined by the faculty member's college.

- e. Professional Service: a record of participation in one or more professional organizations related to the academic field of specialization.

B. *Associate Member* Status

1. Functions

- a. Teach 5000-, 6000-, and 7000-level courses.
- b. Serve as committee member for Dissertations, Master's theses, and other culminating graduate projects or exams.
- c. Direct Master's theses and other Master's-level culminating projects.
- d. In exceptional cases and if recommended by a unit's academic dean, the university may authorize additional functions for an *Associate Member*. The academic dean's recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.

2. Qualifications

- a. Faculty appointment and rank: full-time permanent appointment at Assistant Professor rank or higher.
- b. Education: terminal degree in the graduate program's discipline or in a closely-related discipline; terminal degree in an unrelated discipline acceptable in exceptional cases if the faculty member provides evidence of significant and ongoing research or other appropriate creative activities in the graduate program's discipline; non-terminal Masters-level degree in the graduate program's discipline or in a closely-related discipline acceptable in exceptional cases if the faculty member provides evidence of significant and sustained professional and/or scholarly achievements in the graduate program's discipline.
- c. Scholarly productivity: evidence of having made significant progress toward the development of mature, independent research or other appropriate creative activities. Such evidence may take the form of published books, scholarly monographs, articles in refereed or other appropriate journals, externally funded grants, presentations, technical reports, consultantships, artistic creations or musical compositions, or other significantly scholarly and professional activities.

- d. Teaching: evidence of effectiveness in college-level teaching. Evidence of teaching effectiveness should include both student evaluations and an evaluation of teaching effectiveness by the faculty member's department/division supervisor. Evidence may also include teaching awards, successful instructional innovation grants, student accomplishments, guidance of graduate students' research projects, peer reviews, innovations in course design or delivery, publications in the area of pedagogy, or other quantitative or qualitative evidence as determined by the faculty member's college.

C. *Adjunct Member Status*

1. Functions

- a. Teach 5000- and 6000-level courses.
- b. Serve as committee member for Dissertations, Master's theses, and other culminating graduate projects or exams.
- c. In exceptional cases and if recommended by a unit's academic dean, the university may authorize additional functions for an *Adjunct Member*. The academic dean's recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.

2. Qualifications

- a. Appointment in one of the following categories: visiting faculty employed on a full-time basis; faculty employed on a part-time basis; lecturers and instructors; non-teaching staff members; other qualified professionals with expertise in a scholarly discipline or professional field.
- b. Education: terminal degree or strong and sustained professional experience in an appropriate field.
- c. Teaching: college-level teaching experience and/or strong and sustained professional experience in an appropriate field.

D. *Special Associate Member Status*

1. Functions

- a. Teach 5000-, 6000-, and 7000-level courses.
- b. Serve as committee member for Dissertations, Master's theses, and other culminating graduate projects or exams.

- c. In exceptional cases and if recommended by a unit's academic dean, the university may authorize additional functions for a *Special Associate Member*. The academic dean's recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.

2. Qualifications: see Section IV-B below.

III. Procedures for Appointment to the Graduate Faculty

- A. Graduate Faculty *Member* status shall be awarded to faculty members at Full or Associate Professor rank if they meet their unit's graduate faculty standards, upon recommendation by their unit's academic dean and approval by the Dean of Graduate Studies. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.
- B. Graduate Faculty *Associate Member* status shall be awarded to faculty members at Assistant Professor rank if they meet their unit's graduate faculty standards, upon recommendation by their unit's academic dean and approval by the Dean of Graduate Studies. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.
- C. Graduate Faculty *Member* status may be awarded to Assistant Professors if they meet their unit's standards for *Member* status, are recommended by their unit's academic dean, and are approved by the Dean of Graduate Studies. The academic dean's recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.
- D. *Adjunct Member* status may be awarded to individuals if they meet the appointing unit's graduate faculty standards, upon recommendation by the unit's academic dean and approval by the Dean of Graduate Studies. The academic dean's written recommendation, which must include a list of the specific teaching assignments and/or other academic responsibilities slated for the prospective *Adjunct Member*, must be submitted along with an updated vita to the Dean of Graduate Studies for review and final decision. An *Adjunct Member* appointment shall continue for one year from the date of final approval. Requests for subsequent *Adjunct Member* appointments must follow this same process.
- E. Graduate Programs must review faculty members regularly for reappointment to the Graduate Faculty. The following policies and procedures shall govern this process:
 1. A *Member* or *Associate Member* with a continuing contract appointment must be reviewed every seven years in conjunction with his or her sustained performance evaluation. The department/division supervisor's

preliminary sustained performance evaluation of the faculty member must include an assessment of his or her eligibility for reappointment to the Graduate Faculty, based on the college's appointment criteria and standards. Additionally, the department/division supervisor must submit a separate written recommendation for Graduate Faculty reappointment or non-reappointment to the unit's academic dean. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.

2. *A Member or Associate Member* with a fixed-term multi-year appointment must be reviewed in the penultimate contract year in conjunction with his or her successive appointment review. The department/division supervisor's preliminary successive appointment evaluation of the faculty member must include an assessment of his or her eligibility for reappointment to the Graduate Faculty, based on the college's appointment criteria and standards. Additionally, the department/division supervisor must submit a separate written recommendation for Graduate Faculty reappointment or non-reappointment to the unit's academic dean. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.
3. *A Member or Associate Member* with a tenure appointment must be reviewed every seven years in conjunction with his or her sustained performance evaluation. The department/division supervisor's preliminary sustained performance evaluation of the faculty member must include an assessment of his or her eligibility for reappointment to the Graduate Faculty, based on the program's appointment criteria and standards. Additionally, the department/division supervisor must submit a separate written recommendation for Graduate Faculty reappointment or non-reappointment to the unit's academic dean. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.

IV. Resignation, Retirement, and Termination of Graduate Faculty Membership

- A. A *Member, Associate Member, Adjunct Member, or Special Associate Member* may resign voluntarily from the Graduate Faculty by submitting a letter of resignation to the Dean of Graduate Studies, with copies to his or her supervisor and academic dean.
- B. A *Member or Associate Member* who resigns or retires from the university is automatically terminated from membership in the Graduate Faculty unless the faculty member's academic dean recommends that the faculty member retain his or her membership as a *Special Associate Member*. In such cases the academic dean's written recommendation must specify a period of up to seven years for continued membership on this basis. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Dean of Graduate Studies for review and final decision.
- C. A college may request to have a *Member, Associate Member, Adjunct Member, or Special Associate Member* removed from the Graduate Faculty if the faculty member has been grossly negligent and/or ineffective in the performance of his or her responsibilities. In such cases the faculty member's supervisor must submit a written recommendation for removal. The supervisor's recommendation must be reviewed first by the unit's academic dean and then by the Dean of Graduate Studies before being forwarded to the Vice President for Academic Affairs. Each reviewer shall forward his or her recommendation to the next reviewer, with the final determination made by the Vice President for Academic Affairs.

V. Appeals Procedure

Any faculty member wishing to appeal decisions made pursuant to these policies and procedures must notify the Dean of Graduate Studies in writing and submit relevant information in support of his or her appeal. The Dean of Graduate Studies shall notify the appropriate academic dean, the Graduate Affairs Team, and the Vice President for Academic Affairs when such an appeal has been submitted. The appeal shall be reviewed by the faculty member's academic dean, the Graduate Affairs Team, and the Dean of Graduate Studies in the order indicated before being forwarded to the Vice President for Academic Affairs. Each reviewer shall forward the appeal (including all supporting documentation attached by the faculty member) with recommendation to the next reviewer, with the final determination made by the Vice President for Academic Affairs.

VI. Amendments to the Policy

The Graduate Affairs Team may periodically review and recommend amendments to this policy, in order both to promote the quality and integrity of the university's graduate programs and to ensure consistency with the standards of the university's regional accrediting body, the Southern Association of Colleges and Schools. Recommendations

to amend the policy require a simple majority vote by a quorum consisting of at least 50% + 1 of the Graduate Affairs Team's eligible voting members. Recommendations shall be submitted to the Faculty Senate for review prior to being forwarded to the FGCU Provost or designee.