

Florida Gulf Coast University  
Graduate Affairs Team

Guidelines on Graduate Faculty Appointment and Functions Review Policy

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I. Purpose for Appointment and Review of Graduate Faculty

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

With reference to FGCU Collective Bargaining Agreement, Article 9: Assignment of Responsibilities; 9.2 Annual Assignments; A. Communication of Assignment (1)

*“Employees shall be apprised in writing, ... of the duties assigned in teaching, thesis/dissertation supervision, research and other creative activities, public service, and of any other specific duties assigned for that year. The assigned elements shall form the basis for annual evaluation, eligibility for merit, continuation, and promotion as per the college/unit criteria.”*

These guidelines provide further details and clarification regarding faculty eligibility, qualification, appointment, and functions serving as the Graduate Faculty.

II. Categories, Functions, and Qualifications of Graduate Faculty Membership

The four categories of Graduate Faculty membership are: Member, Associate Member, Graduate Adjunct Member, and Special Associate Affiliated Member. A individual FGCU faculty may be recommended by the Department Chair and/or Dean for Graduate Faculty membership on the basis of his or her college's Graduate Faculty appointment criteria and standards. Colleges are expected to measure evaluate candidates carefully and critically against their appointment criteria and standards before sending recommendations forward to the Dean of Graduate Studies. Graduate faculty, in all four categories, must reapply and renew one's graduate faculty status every three five years.

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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 university's minimum 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 university's minimum criteria and standards listed below. In such cases, colleges and programs shall adopt criteria that specify faculty credentialing requirements that evidence experience with independent scholarship or creative activity or specific professional expertise of value to the student's program. Evidence may include certification in the specific area of expertise, teaching experience in a post-secondary institution, scholarship, public recognition in the field.

Faculty members must hold a doctorate in the discipline or a closely related discipline from an accredited institution. ~~As an example, for the specialized programs, such as the of~~ Doctorate in Physical Therapy (DPT) program, faculty holding the terminal degree in their specialty are qualified to serve on DPT student committees commensurate with their credentials.

These college criteria and standards shall be reviewed by the unit's academic dean, the Graduate Affairs Team, and the ~~Director~~ 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~~ Research & Graduate Studies and shall be reviewed every five years.

### III. Functions and Qualifications of Graduate Faculty

The university's ~~minimum~~ 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 ~~the~~ committee chair, ~~co-chair,~~ ~~or a~~ member for ~~doctoral~~ dissertations, Master's theses, ~~and or~~ other ~~culminating~~ graduate-level projects or exams. ④
  - c. Direct ~~doctoral~~ dissertations, Master's theses, ~~and or~~ other graduate-level ~~culminating~~ projects ~~or exams~~.
2. Qualifications
  - a. Faculty appointment and rank: full-time ~~permanent~~ faculty 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~~ granted by a graduate program's ~~discipline or~~ in a closely-related discipline ~~from an accredited institution.~~

~~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. (?contradictory statements?)~~

- c. Scholarly/creative activities productivity: evidence of ~~mature~~ perpetual, professional, independent research activities or other appropriate scholarly/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 in conferences/meetings, externally funded grants, ~~technical reports, consultantships~~ (*this is professional service*), artistic creations, ~~or~~ musical compositions, etc. ~~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 ~~track~~ record of participation in ~~and~~ contribution to one or more professional organizations related to ~~the one's~~ academic field of specialization.

## B. Associate Member status

### 1. Functions

- a. Teach 5000-, 6000-, and 7000-level courses.
- b. Serve as a committee ~~co-chair, not the chair, or member for doctoral dissertations. Master's theses, other culminating graduate projects or exams.~~
- c. ~~Serve as the committee chair, co-chair, or a member for Master's theses or other graduate-level projects or exams.~~
- d. Direct ~~doctoral dissertations, Master's theses, and or other Master's graduate-level culminating projects or exams.~~
- e. ~~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, with detail descriptions of additional functions must be submitted to the Director/Dean of Graduate Studies for review and final decision. (Vague, not defined; applicable to everyone; may cause confusion)~~

### 2. Qualifications

- a. Faculty appointment and rank: full-time ~~permanent~~ faculty appointment at Assistant Professor rank or higher.
- b. Education: terminal degree ~~in the~~ granted by a graduate program's discipline or in a closely-related discipline ~~from an accredited institution.~~

~~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 (?contradictory statements?); 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/creative activities ~~productivity~~: evidence of having made significant progress toward the development of ~~mature~~ perpetual, professional, independent research ~~activities~~ or other appropriate scholarly/creative activities. Such evidence may take the form of published books, scholarly monographs, articles in refereed ~~or other appropriate~~ journals, presentations in conferences/meetings, externally funded grants, ~~technical reports, consultantships~~ (*this is professional service*), artistic creations, ~~or~~ musical compositions, ~~etc. or other significantly scholarly and professional activities.~~
- d. Teaching: evidence of effectiveness in ~~college-level~~ teaching at the college/university level. ~~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.~~

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

### C. Adjunct Member status

#### 1. Functions

- a. Teach 5000- and 6000-level courses.
- b. ~~Compatible with one's highest graduate degree, an Adjunct Graduate Faculty may serve as a committee member, but not the committee chair, for doctoral dissertations, Master's theses, and or 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, with detail descriptions of additional functions must be submitted to the Director Dean of Graduate Studies for review and final decision. (Vague, not defined; applicable to everyone; may cause confusion)~~

#### 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 granted by a graduate program in a closely related discipline from an accredited institution, or strong extensive and sustained professional experience in an appropriate closely related field.
- c. Teaching: college-level teaching experience and/or strong extensive and sustained professional experience in an appropriate closely related field.

### D. Special Associate Affiliated Member status

#### 1. Functions

- a. Teach 5000- and 6000-, and 7000 level courses.
- b. ~~Compatible with one's highest graduate degree, an Affiliated Graduate Faculty may serve as a committee member, but not to direct or serve as the committee chair or co-chair, for doctoral dissertations, Master's theses, and or other culminating graduate-level projects or exams.~~
- c. ~~In exceptional cases and if recommended by a unit's academic dean, the university may authorize additional functions for an Special Associate Affiliated Member. The academic dean's recommendation, accompanied by an updated copy of the faculty member's vita, with detail descriptions of additional functions must be submitted to the Director Dean of Graduate Studies for review and final decision. (Vague, not defined; applicable to everyone; may cause confusion)~~

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2. Qualifications: see Section VI-B below.

#### IV. Formation of a Thesis/dissertation Committee

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A master's thesis committee or a doctoral dissertation committee must be comprised of a minimum of three Committee Members, including the Committee Chair, with experience and expertise in closely related fields. For the master's thesis committee, at least two committee members, including the committee chair, must be with Graduate Faculty *Member* or *Associate Member* status. For the doctoral dissertation committee, at least three committee members, including the committee chair, must be with Graduate Faculty *Member* or *Associate Member* status. Requirement for additional committee members may be set by individual programs or colleges as long as such requirements are included within the programs policies and are published and distributed to all students.

Formation of a thesis/dissertation committee is initiated by mutual agreement between the student and the faculty advisor who usually serves as the Committee Chair. Based on the recommendation of the academic dean, the Dean of Graduate Studies will review and certify the appointment of the Committee Chair and members.

#### V. Procedures for Appointment to the Graduate Faculty

Pursuant to FGCU Collective Bargaining Agreement, Article 8: Appointment, especially sections 8.4 Appointment Types and 8.5 Change in Appointments, the procedures for appointing graduate faculty are as follows:

A. Graduate Faculty *Member* status shall be awarded to faculty members at the 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 Director of Graduate Studies.~~ The academic dean's must submit a written recommendation, accompanied by an updated copy of the faculty member's curriculum vita, ~~must be submitted~~ to the ~~Director~~ Dean of Graduate Studies for review and final approval ~~decision~~.

B. Graduate Faculty *Associate Member* status shall be awarded to faculty members at the Assistant Professor rank if they meet their unit's graduate faculty standards. ~~upon recommendation by their unit's academic dean and approval by the Director of Graduate Studies.~~ The academic dean's must submit a written recommendation, accompanied by an updated copy of the faculty member's curriculum vita, ~~must be submitted~~ to the ~~Director~~ Dean of Graduate Studies for review and final approval ~~decision~~.

~~A. 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 Director of Graduate Studies. The academic dean's recommendation, accompanied by an updated copy of the faculty member's vita, must be submitted to the Director of Graduate Studies for review and final decision. (similar to II.B.1.e)~~

C. *Adjunct Member* status may be awarded to individuals if they meet the appointing unit's graduate faculty standards. ~~, upon recommendation by their unit's academic dean and approval by the Director of Graduate Studies.~~ The academic dean's must submit a written recommendation, accompanied by an updated copy of the faculty member's curriculum vita, ~~must be submitted~~ to the ~~Director~~ Dean of Graduate Studies for review and final

approval ~~decision~~. The academic dean's written recommendation, ~~which also~~ 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 Director of Graduate Studies for review and final decision~~. An *Adjunct Member* appointment shall continue for **three five years** from the date of final approval. Requests for ~~subsequent renewing an Adjunct Member appointments~~ must follow this same process.

D. ~~The academic dean 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 five years**. The department/division supervisor shall conduct an assessment of the faculty member's eligibility for reappointment to the Graduate Faculty, based on the college's appointment criteria and standards, and shall submit a 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 **curriculum** vita, must be submitted to the ~~Director~~ **Dean** of Graduate Studies for review and final **approval 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 **curriculum** vita, must be submitted to the ~~Director~~ **Dean** of Graduate Studies for review and final **approval decision**.
3. A *Member* or *Associate Member* with a **tenure appointment** must be reviewed every **seven five 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 **curriculum** vita, must be submitted to the ~~Director~~ **Dean** of Graduate Studies for review and final **approval decision**.

## VI. Resignation, Retirement, and Termination of Graduate Faculty Membership

A. A *Member*, *Associate Member*, *Adjunct Member*, or ~~Special Associate Affiliated Member~~ may resign voluntarily from the Graduate Faculty by submitting a letter of resignation to the ~~Director~~ **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 an *Special-Associate Affiliated Member*. In such cases the academic dean's written recommendation must specify a *renewable* period of up to *seven five years* for continued membership *on this basis*. The academic dean's written recommendation, accompanied by an updated copy of the faculty member's *curriculum* vita, must be submitted to the *Director Dean* of Graduate Studies for review and final *approval decision*.
- C. A college may request to have a *Member, Associate Member, Adjunct Member, or Special-Associate Affiliated 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 *Director Dean* of Graduate Studies before being forwarded to the *Provost & Vice President for Academic Affairs*. Each reviewer shall forward his or her recommendation to the next reviewer, with the final determination made by the *Provost & Vice President for Academic Affairs*.

## VII. Appeals Procedure

Any faculty member wishing to appeal decisions made pursuant to these policies and procedures must notify the *Director Dean* of Graduate Studies in writing and submit relevant information in support of his or her appeal. The *Director Dean* of Graduate Studies shall notify the appropriate academic dean, the Graduate Affairs Team, and the *Provost & 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 *Director Dean* of Graduate Studies in the order indicated before being forwarded to the *Provost & 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 *Provost & Vice President for Academic Affairs*.

## VIII. Amendments to the *Policy Guideline*

The Graduate Affairs Team and *Dean of Graduate Studies* may periodically review and recommend amendments to this *policy Guideline*, in order *both* to promote the quality and integrity of the university's graduate *degree* 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 Guideline* require a simple majority vote by a quorum consisting of *at least more than 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.