

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 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 for a five-year term and is renewable, subject to review in accordance with the Graduate College Governance Document, in the following guideline.

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

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 criteria authorizing Associate Graduate Faculty. FAC50

3. New FAU hires as tenured or tenure track faculty shall be approved by 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 Department Chair'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 reappointments, 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 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 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 scholarship.

Associate Graduate Faculty will be nominated by the Department Chair. The Chair will then