

**GRADUATE COLLEGE GOVERNANCE DOCUMENT**  
**(Approved by University Graduate Faculty Vote: September 23, 2009)**



2. **Associate Graduate Faculty.** A faculty member nominated for appointment as Associate Graduate Faculty must meet the following minimum requirements:
  - a. Hold the rank of Adjunct Faculty or above (visiting faculty inclusive);
  - b. Hold the terminal degree suitable for contributing to the program or show a comparable level of attainment through experience as determined by the Graduate Committee of the program;
  - c. Be actively involved in scholarly or creative activity or graduate teaching.
3. **Graduate Lecturer.** A faculty member nominated for appointment as Graduate Lecturer must meet the following minimum requirements:
  - a. Hold the rank of Instructor, Lecturer or above;
  - b. Hold at least a master's degree or professional degree or show a comparable level of attainment through experience as determined by the Graduate Committee of the program.
4. **Additional Criteria.** Academic units may specify more stringent or specialized criteria beyond the minimum membership requirements for Graduate Faculty, Associate Graduate Faculty and Graduate Lecturer. Each faculty member with a joint, affiliate, or courtesy appointment shall be subject to the membership criteria established by each academic unit.

### Summary of Privileges

	Graduate Faculty	Associate Graduate Faculty	Graduate Lecturer
Chair or Co-chair a graduate student's supervisory committee	Yes	See Sections B2a and B2b	No
Serve on Graduate Council	Yes	No	No
Vote on Graduate College issues	Yes	No	No
Serve on a graduate student's supervisory committee	Yes	See Sections B2a and B2b	No
Teach graduate courses	Yes	Yes	Yes
Serve on academic unit Graduate Committee	Yes	No	No

### D. Procedures for Appointment

#### 1. Appointments Not Requiring an Initial Application.

- a. **Existing faculty participating in graduate degree programs.** Unless individual graduate programs specify additional membership criteria or appointment procedures, all Florida Atlantic University faculty members who meet the required criteria stipulated under Section C, and are tenured or tenure-track, or are appointed to specific terms in academic units that house a graduate degree program are automatically approved to be members of the Graduate Faculty for a period of five years. No application process is required. At the end of the five-year period, appointment to the Graduate Faculty will be renewed per Section D4.
- b. **New faculty participating in graduate degree programs.** Unless individual graduate

programs specify additional membership criteria or appointment procedures, all future Florida Atlantic University faculty members who meet the required criteria, and are tenured or tenure-track, or are to be appointed to specific terms in academic units that house a graduate degree program are automatically approved to be members of the Graduate Faculty for a period of five years. No application process is required. All new faculty members in this category will be appointed as Graduate Faculty in their letter of appointment at the time of hire. At the end of the five-year period, appointment to the Graduate Faculty will be renewed per Section D4.

c. Appointment of Graduate Faculty not requiring an application will begin upon ratification of the Graduate College Governance Document by th

## **E. Procedures for Reappointment**

### **1. Criteria for Continued Membership.**

- a. It is the responsibility of the faculty in the graduate programs to maintain active involvement and competency in their respective graduate program(s).
- b. For reappointment purposes the faculty shall be evaluated based on their recent record in any or all of the following: scholarly activity, graduate teaching, and graduate mentoring. The quality of such activities shall be primary considerations for continued membership in the graduate program faculties. See Section D4.

### **2. Review of Membership Status.**

- a. In accordance with Section D4, all Graduate Faculty and Associate Graduate Faculty shall undergo a review at least once every five years after their initial appointment. All Graduate Lecturers and Graduate Faculty Emeriti shall have appointments that are valid only for the particular function for which they are approved, and for a specific duration of time, but not more than five years.
- b. The program's voting Graduate Faculty, or a committee of Graduate Faculty thereof, shall conduct the reviews using the criteria for continued membership as stipulated in Section E1.
- c. In the interim period, the program's Graduate Faculty may conduct a review when evidence is presented to the Coordinator or Chair of a program, the College Dean or the Graduate College Dean that established criteria of expectations for graduate faculty performance are not being met. At least a two-thirds majority of the program's Graduate Faculty must support a recommendation to modify or terminate a faculty member's Graduate Faculty membership status.
- d. If the recommendation is upheld by the program's Graduate Faculty, the Coordinator or Chair of the graduate program shall present the results of the vote and the supporting evidence to the Graduate College Dean and the University Graduate Council for further action.

### **3. Loss of Privileges.**

- a. Individual graduate programs may establish guidelines by which faculty members with a modified or terminated membership status may complete their previously established obligations as an advisor, chair or member of a supervisory committee.
- b. In the absence of any established guidelines, all faculty members with a terminated or modified membership status shall be allowed to complete their obligations with all previously held membership privileges.
- c. Loss of Graduate Faculty privileges shall not affect an individual's rank, tenure or status of employment.

## **F. Membership Status Appeal Process**

1. The Graduate College Dean will be responsible for ensuring the faculty member receives written notification of the reasons why the membership status was denied or reduced, based on criteria and that the appeal processes are outlined in writing. Any faculty member who believes that his or her membership status has not been acted upon properly by the Graduate College Dean may appeal the decision to the University Graduate Council. He or she must file an appeal within thirty (30) days of receipt of the Dean's decision with the University Graduate Council chair with a copy to the Graduate College Dean.
2. At any level of the appeal process the reviewers shall consider any testimony and documentary evidence that may be presented and may also solicit the views of the faculty members, supervisors and graduate students in the program(s) for which membership is being reviewed.
3. The faculty member shall be allowed to provide evidence in support of his or her view to the University Graduate Council and at all stages of the appeal.
4. A quorum of the University Graduate Council shall review the appeal and render a decision within 30 working days of the original appeal. If the Council denies the application, the reasons



business, or agenda items supported by a majority, but less than a two-thirds majority of those