

GRADUATE FACULTY GUIDELINES

A. Definition

Graduate Faculty at the University of Northern Colorado are selected from the general faculty. The UNC Faculty Constitution, adopted on June 23, 1983, established the Graduate Faculty, charged the President with approving the membership criteria and authorized the Dean of the Graduate School to determine the schedule upon which faculty would be evaluated. Depending upon the nature of their appointment, Graduate Faculty are authorized to teach graduate level courses, advise graduate students and direct dissertations. A description of Graduate Faculty eligibility criteria and appointment procedures is presented in a following section.

B. Meetings of the Graduate Faculty

1. The Dean of the Graduate School shall chair the meetings of the Graduate Faculty.
2. A quorum of fifteen (15) percent shall be necessary to conduct business at meetings of the Graduate Faculty.
3. The chair shall call at least one meeting of the Graduate Faculty each academic year.
4. Additional meetings of the Graduate Faculty may be called by the Dean of the Graduate School or by written petition signed by ten (10) percent of the Graduate Faculty.
5. The agenda for each Graduate Faculty meeting shall be distributed to the Graduate Faculty at least one week in advance.
6. The Graduate Faculty may take action only on items that appear on the agenda.
7. Appropriate records of all Graduate Faculty meetings shall be kept and distributed in timely fashion to the Graduate Faculty.

C. Roles and responsibilities of the Graduate Faculty

The Graduate Faculty are the only faculty authorized to advise graduate students, teach graduate level courses, serve as program adviser to graduate students (Masters, Specialist, Doctoral), serve on written and/or oral comprehensive committees and research committees and serve as graduate coordinator. They are expected to maintain continuous and cumulative scholarly productivity in the areas of research, publication, professional presentations, concerts, lectures, lecture recitals, exhibits, grants and/or contracts, appropriate to the discipline. Professional service is also expected and may be demonstrated through active involvement in professional organizations, learned societies, accreditation bodies, etc. Within the university, graduate faculty are expected to provide service to graduate education through service on program/ departmental/division/school, college and/or University committees dealing with graduate education, such as the Graduate Council, graduate admissions committees, graduate program coordinator, Institutional Review Board (IRB), and so on.

D. Appointments: Overview

This section provides the definitions, criteria and procedures involved in achieving and maintaining membership on the graduate faculty. These policies and procedures apply to all individuals seeking membership on the graduate faculty. All graduate faculty are reviewed for retention as graduate faculty members on a regular schedule, as established by the Graduate Dean, currently every four years. If problems are identified during the review, individuals may either be denied appointment, or at the discretion of the Graduate Dean, awarded an appointment of shorter duration. These guidelines also describe restricted appointments for persons not meeting the full graduate faculty criteria, but having certain graduate level responsibilities.

1. Definition of Types of Appointment:

- a. Graduate Lecturer is a status for persons with specific expertise who are allowed to teach a specific course or courses at the graduate level and/or other limited graduate program responsibilities; GL status requires recommendation by the academic unit and the academic dean, and the approval by the Graduate Dean. Graduate Lecturers are not members of the Graduate Faculty, since their appointment is restricted and not approved by the President. Graduate Lecturer terms are for four years, both for initial appointments and any reappointments.
 - b. Graduate Faculty are full-time UNC faculty and administrators, authorized to teach graduate courses, act as program advisors for graduate students, and serve on doctoral oral and research committees. They are voting members of the Graduate Faculty, and may serve on the Graduate Council and other university committees pertaining to graduate education at UNC. All graduate faculty appointments are reviewed on a regular schedule by the Graduate Council and the Dean of the Graduate School to determine whether the faculty member continues to meet membership criteria.
 - c. Graduate Faculty Equivalence is a designation used to endorse faculty from other institutions of higher education who have an ongoing relationship with one or more academic units at UNC with regard to teaching and/or research supervision of UNC graduate students.
 - d. The Doctoral Research Endorsement enables a Graduate Faculty member to serve as Research Advisor for doctoral students' dissertation/research committees.
2. Appointment and Reappointment Guidelines

a. Graduate Faculty

1) Eligibility

To be a member of the Graduate Faculty an individual must be a full-time employee of the University of Northern Colorado. Upon retirement individuals must be reclassified to graduate faculty equivalence or graduate lecturer status if they continue to have teaching or graduate student committee assignments.

2) Term of appointment

Individuals who fully meet the criteria for Graduate Faculty status are appointed to a **four** year term. If problems are identified during the review, individuals may either be denied appointment, or at the discretion of the Dean, awarded an appointment of shorter duration. All graduate faculty appointments are reviewed on a regular schedule, as established by the Graduate Dean, currently every **four** years.

3) Standards for Appointment and Reappointment¹

General. Faculty must meet all standards to be appointed to a full term. When faculty do not meet a standard, they may (upon the discretion of the Graduate Dean) be appointed for a lesser period, if they have not had the opportunity to meet the standard .

¹ Some new faculty members will not fully meet these standards but may be eligible for a four-year graduate faculty appointment at initial review. To be eligible the faculty member must meet the following criteria: a) has a full-time appointment; b) possesses a terminal degree in an appropriate discipline; and c) has a record of scholarship meriting membership in the Graduate Faculty and has received the terminal degree within the last four years, or has been employed for the last four years in professional positions which lacked the expectation of scholarly productivity.

4) Criteria for Appointment

a) Education Level (one of the following)

- (1) possess a “terminal” degree in an appropriate discipline, or
- (2) possess a degree or combination of degrees approved for the discipline or program by the appropriate Academic Dean and the Graduate Dean.

b) Teaching/Advising:

The faculty member must demonstrate the ability to contribute to graduate education and direction of graduate studies at the Masters level or above through the following:

- (1) A minimum of two years full-time teaching experience at an accredited college or university and each of the following if they apply:
- (2) "Satisfactory" or better evaluation of his/her teaching and advising of graduate students.^{2,3}
- (3) "Satisfactory" or better evaluation of his/her service as graduate program advisor, committee member or research advisor.

c) Scholarship

- (1) Primary Criteria. All of the faculty member's scholarship is evaluated against three criteria: level of productivity, level of dissemination, and quality. Each of these criteria is defined below:
 - (a) Level of Productivity. Scholarship is expected to be continuous and cumulative, i.e., faculty members should produce at least one scholarly endeavor a year and create a record of scholarship in the discipline that builds on itself.
 - (b) Level of Dissemination. Although the majority of a faculty's scholarship may be disseminated at the state or regional level, a portion of the scholarship must be disseminated to a national audience.
 - (c) Quality. Scholarship is expected to withstand the scrutiny of individuals external to the campus. Juried scholarship includes work that has passed either blind review by peer panels or editorial review. Although the majority of the faculty's scholarship may be non-juried, faculty must show that a portion has passed external review
- (2) General Criteria Scholarship is a fundamental activity of the Graduate Faculty and represents one of its core values. As such, Graduate Faculty are expected to generate and disseminate new knowledge that is judged to be valuable by their peers. Since the mode of expression of scholarship is discipline specific, it is judged according to the prevailing norms of the discipline. The scholarship standard is interpreted broadly, meaning a variety of activities may be used singly or in combination to meet the requirement. Examples include:
 - publication in professional juried, edited, or refereed journals (articles, books reviews, editorials)

² Faculty members in units that do not offer graduate level programs or whose UNC assignment precludes the opportunity to teach graduate courses should submit a letter of recommendation from the appropriate department/division chairperson and the academic dean attesting to the continued potential contributions of the faculty member as a resource to graduate education.

³ Summaries of evaluations of graduate courses taught may be requested by the Graduate Council.

- publications in professional non-juried journals (articles, book reviews, editorials, etc.)
- juried or refereed papers presented at professional meetings (includes posters, workshops)
- authored scholarly book or chapters in such book
- authored textbook or chapter in such book
- published curriculum materials including tests, monographs, or technical manuals
- provided professional consultation
- concerts, lectures, lecture recitals, professional readings and/or compositions
- juried or invited exhibits at professional forums
- funded scholarly grants or contracts⁴
- has edited or served on the editorial board of a refereed scholarly journal
- has white papers or position papers accepted as juried product

d) Service Standards (both of the following):

(1) University. Faculty must be actively involved in supporting and improving graduate programs at the departmental through university level. They should maintain continuous involvement and, as their tenure at the university increases, seek greater leadership in the service of graduate education. Evidence to meet the university service standard includes

- involvement with graduate curriculum development
- Graduate Council service as member, leader, or on ad hoc committee
- graduate program coordinator
- committees relevant to graduate education
- special Graduate School admissions committees (non-BA, GIDP, etc.)
- IRB or IACUC member
- service or research-related committees (e.g., FRPB)
- graduate student program committee advisement/committees
- research advisor (thesis or dissertation)
- faculty representative on doctoral committees & dissertation committees

(2) Professional. The faculty member is expected to maintain membership and active participation in discipline-related professional associations at the local, regional and national levels.

b. Graduate Faculty with Doctoral Research Endorsement

1) Eligibility

Individuals must be full-time members of the Graduate Faculty, or be eligible for appointment, under the criteria noted above. No retired faculty member can continue to serve as doctoral research advisor, without prior approval of the Graduate Dean. Prior service or currently serving on a doctoral research committee at UNC or another institution

2) Term of appointment

Individuals who fully meet the criteria for the doctoral research endorsement are appointed for a full term, currently for 4 years. If problems are identified during the

⁴ A broad array of funded grants and contracts will count as evidence of scholarship for graduate faculty membership (though not for Doctoral Research Endorsement which requires grants that lead to scholarly products.) They provide learning opportunities for students, student support, and support faculty research and scholarship, all of which are critical to quality graduate programs.

review, individuals may either be denied appointment, or at the discretion of the Dean, awarded an appointment of shorter duration. Subsequent reviews are held on a regular schedule, as established by the Graduate Dean, currently every four years.

3) Standards for Appointment⁵

To qualify for a full-term appointment the faculty member must fully meet the criteria for Graduate Faculty and the following:

a) Research Advising Standards

The faculty member must have prior service on a doctoral research committee as member, or be currently serving on a doctoral research committee at UNC or at another institution

b) Scholarship standards

(1) Primary Criteria

- a. Level of Productivity. Must meet the standard for Graduate Faculty. (See Section D.2.a.4)c)(1)
- b. Level of Dissemination. The scholarship must have been primarily disseminated to a national or international audience, that is, contributions recognized at the national or international level by persons recognized and active in the same discipline.
- c. Quality. On the whole the scholarship of the persons seeking Doctoral Research Endorsement must be juried and/or peer reviewed.

(2) General Criteria

The doctoral research endorsement signifies that a faculty member is a research mentor who is highly qualified to direct dissertation research. As such, faculty holding the endorsement are expected to be role models actively engaged in their own research or performance activity. The nature of the research, that is its content and methodology, is discipline specific. No one model is prescribed. This research (or performance) standard for the Doctoral Research endorsement is more narrowly focused than that for the Graduate Faculty appointment because it is specifically focused on the ability to guide the doctoral student in producing a dissertation. As such, this standard emphasizes written products that have undergone peer review, or concerts, lecture recitals, or professional compositions..

Faculty with doctoral research endorsement are actively engaged in their own research that is discipline-specific, with a minimum of three written products or artistic performances that have been peer reviewed in the last four years.

Examples of research/performances meeting this standard include

- publication in juried, edited or refereed journals/periodicals

⁵ Some individuals may not currently meet the criteria, but clearly met the criteria in the past. Under extraordinary circumstances, the Graduate Dean may recommend a lesser term to allow them the opportunity to reengage in scholarship. This decision is especially appropriate for individuals who were in job assignments where academic expectations for juried scholarship were not present.

- concerts, lectures, lecture recitals, professional readings, and/or professional compositions (recognized as national or international contributions)
- juried or refereed papers at professional meetings
- scholarly books or chapters in such books
- textbook or chapter of such book
- monographs and/or technical manuals of a professional, discipline-specific nature
- funded scholarly grants or contracts⁶ (excludes grants not requiring scholarly products)
- has edited or served on the editorial board of a refereed scholarly journal
- has white papers or position papers accepted as juried product

c) College Standards

The Doctoral Research Endorsement standards, described above, are considered to be the minimum standards to qualify for doctoral research endorsement. This does not preclude colleges from establishing more rigorous standards. Where a college has such standards and communicates them to the Graduate Council, those standards shall prevail.

3. Application and Evaluation Process

a. Initial Appointments

- 1) Individuals seeking Graduate Faculty or Graduate Faculty with Doctoral Research endorsement status can request such in writing, and submit documentation of eligibility to the Unit Head, to initiate the review and recommendation process.
- 2) Reviews by and recommendations from the following parties, in the order listed below, are required to achieve the requested status:
 - Chair/School Director
 - Academic Dean [or designee] review and recommendation
 - Graduate Council: Standards Committee and Full Council
 - Graduate Dean
- 3) Individuals appointed to the Graduate Faculty are notified in writing by the Graduate Dean and the President of the nature and terms of the appointment.
- 4) If a faculty member is not recommended for the requested status at any level of the review, he/she shall be notified in writing of the negative recommendation [that is, by the Department Chair, Dean, Graduate Council, or Graduate Dean], and provided with specific steps to be taken in order to achieve approval.

b. Reappointments (These must be tied to the Faculty Evaluation procedures, and should occur as part of a comprehensive review, i.e., promotion, tenure or post-tenure review)

- 1) Notification: The Graduate Faculty member whose appointment term is ending will be notified by the Graduate School in writing at least 30 days prior to the semester in which the appointment is to be renewed. Individual graduate faculty appointments may be reviewed earlier than the normal cycle at the discretion of the Graduate Council or Dean of the Graduate School.

⁶ Although all grants and contracts require a peer review process, some do not require scholarly products. For example, some training grants provide student support and do not require the faculty member to engage in scholarship. Only grants that produce scholarly products such as research reports, curriculum materials or monographs, will count as juried publications and toward the doctoral research endorsement.

- 2) Initiating the Reappointment request: The faculty member submits a request for reappointment to the graduate faculty and appropriate supporting documentation of eligibility to the Unit Head who initiates the review process.
 - 3) Review and recommendation for reappointment requires approval of the same parties as in initial appointment (Chair/School Director and College Dean; then Graduate Council, Graduate Dean) .
 - 4) Faculty who do not meet the criteria for reappointment to the Graduate Faculty will be notified by the Graduate Dean.
4. Documentation Requirements

a. Initial Appointments

An applicant is responsible for providing supporting materials sufficient to support appointment to the Graduate Faculty, and, if applicable, for the Doctoral Research Endorsement. At a minimum the supporting materials must document achievements for the review period (currently this is four years), which is the focus of the Graduate Council review. The application should include:

- 1) A current CV, in an approved UNC format,
- 2) Supplemental materials documenting the following, if not reported in CV;
 - a) Graduate courses taught;
 - b) Evidence of teaching effectiveness in graduate courses, such as course evaluation summaries;
 - c) List of memberships on graduate student examination and research committees, titles of student work in which the faculty member was involved;
 - d) Evidence of scholarship, as listed in Section D.2.a.4.c.
 - e) Evidence of membership on school, college, or university committees dealing with graduate education and/or research;
 - f) Other information that the applicant wishes to provide relative to academic/scholarly work, teaching and/or graduate level service.

b. Reappointments

The focus of a reappointment review is on the time period since the last appointment or reappointment (currently the typical review period is four years). The applicant must provide the same materials as for the initial appointment review. In addition, the following materials may be submitted;

- 1) A letter identifying graduate faculty status for which reappointment review is requested,
- 2) One copy of school/college performance evaluation materials for the review period
- 3) Any other documentation that supports the nomination

5. Restricted Appointments for Graduate Level Assignments

a. Graduate Lecturer

- 1) Eligibility

This status is reserved for persons who do not meet criteria for Graduate Faculty. It may be awarded to any of these groups: full-time UNC employees, part-time UNC employees and individuals otherwise unaffiliated with UNC.

2) Roles and Responsibilities

Graduate Lecturers typically are restricted to teaching specified courses, either on or off campus. They may also be assigned other restricted graduate level responsibilities such as program advising or service on graduate student committees, as allowed by these guidelines and with prior approval of the Graduate Dean. The following guidelines apply to the Graduate Lecturer assignments:

- 1) Graduate student program advising is permitted by graduate lecturers within the following parameters:
 - (a) Persons assigned as program advisors for master's degree students must have at least a master's degree.
 - (b) Graduate Lecturers must have prior Graduate Dean approval for any program advising or doctoral committee assignments.
 - (c) Persons with a doctoral degree may serve on doctoral committees, but may not serve as doctoral program or doctoral research advisor.
- 2) No one who is currently an enrolled or admitted UNC graduate student may serve as a graduate lecturer or as instructor of record for any graduate level class offered by UNC, except for Professional Renewal courses (513).

3) Standards

a) Educational Background Standards (one of the following)

- (1) Has an earned doctorate, OR
- (2) Is a recognized authority and/or possesses demonstrable expertise in the appropriate discipline or assigned teaching area, OR
- (3) Possesses an appropriate master's degree and a minimum of three years teaching experience or other experience relevant to the assigned course(s).

b) Teaching Standards

- (1) Shows evidence of successful completion of prior college teaching, relevant to course(s) assigned or ability/potential for college-level teaching.
- (2) Course syllabi must be approved, prior to the initiation of teaching, by the chair/director and/or faculty, for all courses assigned.

c) Scholarly Activity Standards

Demonstrates evidence of scholarly and professional activity with an emphasis on activities related to assigned courses, including, but not limited to, publications, professional papers, other research in the arts, exhibits, concerts or other professional presentations or creative compositions. Such scholarly and professional activity must be documented in the CV and/or other materials submitted with the Graduate Lecturer appointment request.

4) Application and Evaluation Procedures

Initial graduate lecturer appointments will proceed as follows. Applications should be submitted to the College Dean at least 60 days prior to beginning of term of appointment.

- a) Department head/School/Director will initiate applications for all faculty given graduate level teaching responsibilities, including those in off-campus continuing education courses. Graduate level courses are those numbered 500 and above.

The application should include:

- (1) a Graduate Lecturer Appointment form stipulating how the individual meets the above criteria, and anticipated assignments during the 4-year appointment term;
 - (2) a current curriculum CV, in an approved UNC format;
 - (3) teaching evaluations, if available, from students, peer faculty, and/or supervisors.
- b) Academic Dean will review the application and if he/she approves it, submit it to the Graduate School at least 30 days prior to the beginning of the term of appointment.
 - c) Graduate Dean will review and, if approved, will notify the applicant as well as the Department head/School Director and College Dean, of the appointment decision and the term.
 - d) Candidates for reappointment as a Graduate Lecturer must submit the following materials to be included with the reappointment request:
 - (1) Copies of syllabi used in graduate courses previously taught;
 - (2) Summaries of student evaluations for each graduate course taught;
 - (3) Written evaluations by the Department head/School Director, based on own first-hand observation of the faculty member's teaching effectiveness and skill, in terms of syllabi, classroom presentations, assignments and student performance assessments (tests and grading);
 - (4) If assigned graduate student advising responsibility, written evaluation of the Department head/School Director of the quality of graduate student advising and/or committee work involvement to include scholarly endeavors, service to the profession and professional development activities.
 - e) In the event that the Graduate School identifies individuals who are not members of Graduate Faculty or who do not have Graduate Lecturer approval, but who have been assigned responsibility for teaching graduate courses, the Graduate Dean will notify the Department head/School Director and the College Dean, requesting evaluation materials for an expedited review. Failure to gain Graduate Lecturer approval may lead to withdrawal of graduate credit.
 - f) Approval as a Graduate Lecturer does not in any way alter the normal hiring approval process and hiring pool requirements as administered by the Office of Academic Affairs.

b. Appointment with Graduate Faculty Equivalence

1) Eligibility

The Graduate Faculty Equivalence designation is reserved for faculty members from other institutions of higher education who contribute to UNC graduate programs through reciprocal and/or individual agreements.

2) Roles and Responsibilities

Graduate Faculty Equivalence appointments are limited to a specific purpose and term, and terminate automatically when the relationship with UNC ends. They are typically restricted to teaching and advising graduate students and serving on graduate committees. Persons who have only the Graduate Faculty Equivalence approval are ineligible for the Doctoral Research endorsement, so they may not chair a doctoral research committee.

3) Standards

These faculty must meet all standards for Graduate Faculty (as described above) and are reviewed through the normal appointment process.

4) Application and Evaluation Process

Follow the same procedures as described for the Graduate Faculty. See sections IX.D.3 and IX.D.4.

E. Withdrawal from Graduate Faculty

Individuals wishing to withdraw from the responsibilities of Graduate Faculty may do so by notifying in writing the appropriate program, department, college, Graduate Council and Graduate Dean at least 90 days before the beginning of the semester in which the withdrawal is to take place. Upon withdrawal, the faculty member loses all Graduate Faculty responsibilities and privileges.

F. Suspension and Removal from Graduate Faculty

Faculty who do not perform duties in conformance with the expectations of the Graduate Faculty or Doctoral Research Endorsement may be suspended or removed. Suspension or removal is based upon the recommendation by the Graduate Dean to the President of the University after review and recommendation by the academic unit, the academic dean and the Graduate Council Standards Committee with a copy of the recommendation forwarded to the Provost. The reasons for and terms of the suspension must be documented and approved. The university appeals procedure shall be used for further review.

G. Emeritus or Retired Faculty

Faculty who retire from UNC no longer meet the eligibility criterion for the Graduate Faculty as full-time employees. They may continue to teach graduate courses and serve on graduate student committees under the terms and conditions of a Graduate Lecturer. Please see section D.1.

H. Appeals

1. Individuals not receiving a positive recommendation at any level may appeal the decision in writing to the next review level, up to the level of the Graduate Dean. The Graduate Dean will form an area committee to review the appeal.
2. Further appeal will follow established University appeals procedures.