



UNIVERSITY OF NORTHERN COLORADO

## Graduate Council

### GRADUATE FACULTY GUIDELINES

Members of 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 are evaluated. Depending upon the nature of their appointment, Graduate Faculty are authorized to teach graduate level courses, advise graduate students and direct theses, dissertations, and doctoral scholarly projects. A description of Graduate Faculty eligibility criteria and appointment procedures is presented in Section III of this document.

#### **I. MEETINGS OF THE GRADUATE FACULTY**

- The Dean of the Graduate School shall chair the meetings of the Graduate Faculty.
- A quorum of fifteen (15) percent shall be necessary to conduct business at meetings of the Graduate Faculty.
- The chair shall call at least one meeting of the Graduate Faculty each academic year.
- 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.
- The agenda for each Graduate Faculty meeting shall be distributed to the Graduate Faculty at least one week in advance.
- The Graduate Faculty may take action only on items that appear on the agenda.
- Appropriate records of all Graduate Faculty meetings shall be kept and distributed in timely fashion to the Graduate Faculty.

#### **II. 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, research committees or serve as graduate coordinator. Graduate faculty 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/school, college and/or University committees dealing with graduate education, such as the Graduate Council, graduate program admissions committees, graduate program coordinator, or Institutional Review Board (IRB).

#### **III. 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 members are reviewed as established by the Graduate Dean, currently every five 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 who have certain graduate level responsibilities.

##### **A. DEFINITION OF TYPES OF APPOINTMENT**

1. **Graduate Faculty (GF)** 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.

2. **Graduate Faculty with Doctoral Research Endorsement (DRE)** enables a Graduate Faculty member to serve as Research Advisor for doctoral students' dissertation committees. Faculty applying for DRE must meet additional requirements beyond the qualifications of Graduate Faculty status.
3. **Clinical Graduate Faculty (CGF)** are full-time UNC faculty, administrators, or clinic directors authorized to teach graduate courses, instruct and supervise graduate students in a clinical or practical setting, and serve on doctoral committees. If they hold a doctorate in the field, they may co-research advise students in professional doctoral programs.
4. **Retired Graduate Faculty (RGF/DRE or RGF)** is a Graduate Faculty with Doctoral Research Endorsement or Graduate Faculty member who is retiring within twelve months and who wishes to continue as a Research Advisor (RGF/DRE) or committee member (RGF) for current doctoral students. The RGF status may also apply to a retired faculty member who plans to continue teaching at the graduate level.
5. **Graduate Lecturer (GL)** 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, academic dean, and the approval by the Graduate Dean. Individuals applying for GL who do not possess a terminal degree must demonstrate that they meet the relevant college's criteria for tested experience.
6. **Graduate Faculty Equivalence (GFE)** 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 serving on comprehensive exam and dissertation committees. GFE may also endorse individuals who have specific skills or experience in clinical practice that would be beneficial to students in professional doctoral programs, normally Au.D. and DNP.

## B. APPOINTMENT AND REAPPOINTMENT GUIDELINES

### 1. Graduate Faculty

#### a. *Eligibility*

To be a member of the Graduate Faculty, an individual must be a full-time faculty member or administrator of the University of Northern Colorado. No retired faculty member can continue to serve on a doctoral committee without appointment to RGF status (see Section 5 on Retired Graduate Faculty).

#### b. *Term of Appointment*

Individuals who fully meet the criteria for Graduate Faculty status are appointed to a five-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.

#### c. *Standards for Appointment and Reappointment<sup>1</sup>*

Faculty members must meet all standards listed in "Criteria for Appointment" to be appointed to a full five-year term.<sup>1</sup> When faculty do not meet a standard, they may, upon the discretion of the Graduate Dean, be appointed for a lesser period. Before the end of the appointed term, the individual must apply for renewal of status and meet the standards stated in the Graduate Faculty Guidelines.

#### d. *Criteria for Appointment.*

##### 1) *Education Level* (one of the following)

- a) Possess a terminal degree in an appropriate discipline, or
- b) Meet the criteria for tested experience as established by the program and confirmed by the college.

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1. Some new faculty members will not fully meet these standards but may be eligible for a five-year graduate faculty appointment at initial review. To be eligible the faculty member must meet the following criteria: a) have a full-time appointment; b) possess a terminal degree in an appropriate discipline awarded within the last five years; and c) have a record of scholarship meriting membership in the Graduate Faculty; or d) possess a terminal degree and have been employed for the last five years in professional positions which lacked the expectation of scholarly productivity (such as a clinical position or a contract faculty position without research required).

2) *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 and have a minimum of two (2) years full time teaching experience at an accredited college or university.

3) *Scholarship*

a) 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:

- i. Level of Productivity. Scholarship must be continuous and cumulative, i.e., faculty members must produce at least one scholarly endeavor per year and create a record of scholarship in the discipline that builds on itself.
- ii. Level of Dissemination. Although the majority of a faculty's scholarship may be disseminated at the state or regional level, at least two scholarly works must be disseminated to a national or international audience.
- iii. 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.

b) General Criteria. Scholarship is a fundamental activity of the Graduate Faculty and represents one of its core values. As such, Graduate Faculty members 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:

- publications in professional juried, edited, or refereed journals (articles, book reviews, editorials)
- publications in professional non-juried journals (articles, book reviews, editorials, etc.)
- juried or refereed papers presented at professional meetings (includes posters, workshops, empirical studies)
- authored scholarly book or chapter(s) in book
- authored textbook or chapter(s) in textbook
- published curriculum materials including tests, monographs, or technical manuals
- professional consultation
- concerts, lectures, lecture recitals, professional readings and/or compositions
- juried or invited exhibits at professional forums
- funded scholarly grants or contracts<sup>2</sup>
- service as editor or on the editorial board of a refereed scholarly journal
- white papers or position papers accepted as juried product

4) *Service Standards* (both of the following):

a) University. Faculty must be actively involved in supporting and improving graduate programs from 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
- service with Graduate Council as member, leader, or on ad hoc committee
- graduate program coordinator
- graduate admissions
- special Graduate School admissions committees
- IRB (Institutional Review Board) or IACUC (Institutional Animal Care & Use Committee) member
- service on research related committees
- graduate student program committee advisement/committees
- research advisor (thesis, dissertation, or doctoral scholarly project)
- committee member (thesis, dissertation, or doctoral scholarly project)

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2. 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.

- faculty representative on doctoral examination, dissertation, and scholarly project committees
- b) **Professional.** The faculty member is expected to maintain membership and active participation in discipline related professional associations at the local, regional and national levels.

## 2. Graduate Faculty with Doctoral Research Endorsement

### a. **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 appointment to RGF/DRE status (see Section 4 on Retired Graduate Faculty).

### b. **Term of Appointment**

Individuals who fully meet the criteria for the doctoral research endorsement are appointed for a full term, currently for 5 years. 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. Before the end of the five-year term, the individual must apply for renewal of status and meet the standards stated in the Graduate Faculty Guidelines.

### c. **Standards for Appointment<sup>3</sup> and Reappointment**

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

- 1) Possess a terminal or doctoral degree in an appropriate discipline.
- 2) DRE Workshop  
The faculty member must attend a DRE Workshop within six (6) months prior to their application date.
- 3) Scholarship Standards
  - a) **Primary Criteria**
    - i. **Level of Productivity.** Must meet the standard for Graduate Faculty. (See Section III. B. 1. d. on page 2)
    - ii. **Level of Dissemination.** The scholarship must be primarily disseminated to a national or international audience, (ie. contributions recognized at the national or international level by persons recognized and active in the same discipline).
    - iii. **Quality.** Most of a DRE faculty member's scholarship must be juried or peer reviewed. The standard is a minimum of three peer reviewed/juried written products or artistic performances within the five-year period preceding application.
  - b) **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 members holding the endorsement are expected to be role models actively engaged in their own discipline specific research or performance activity with a minimum of three written products or artistic performances that have been peer reviewed in the last five years. For written products that have been accepted for publication but have not yet appeared in print, an acceptance letter must be supplied.

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 peer reviewed written products, concerts, lecture recitals, or professional compositions.

Examples of research/performances meeting this standard include:

- scholarly books or chapters of books
- textbooks or chapters of textbooks
- monographs and/or technical manuals of a professional, discipline specific nature
- publication in juried, edited or refereed journals/periodicals

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3. Some new faculty members will not fully meet these standards but may be eligible for a five-year graduate faculty appointment at initial review. To be eligible the faculty member must meet the following criteria: a) have a full-time appointment; b) possess a terminal degree in an appropriate discipline awarded within the last five years; and c) have a record of scholarship meriting membership in the Graduate Faculty; or d) possess a terminal degree and have been employed for the last five years in professional positions which lacked the expectation of scholarly productivity (such as a clinical position or a contract faculty position without research required).

- concerts, lectures, lecture recitals, professional readings, and/or professional concerts, compositions (recognized as national or international contributions)
- full juried or refereed papers that have been published in a conference proceedings
- funded scholarly grants or contracts<sup>4</sup> (excludes grants not requiring scholarly products)
- service as editor or on the editorial board of a refereed scholarly journal

4) **College Standards**

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

**3. Clinical Graduate Faculty**

**a. Eligibility**

Individuals must be full-time employees of the university and have relevant clinical experience, education, and any discipline-required training or licensure/certification to contribute to instruction or supervision/precepting in a graduate program with a clinical or practical focus.

**b. Term of Appointment**

Individuals who fully meet the criteria for Clinical Graduate Faculty status are appointed to a five-year term.<sup>5</sup> If issues with the application are identified during the review, such as lack of appropriate education, training, licensure/certification, individuals may either be denied appointment, or at the discretion of the Graduate Dean, awarded an appointment of shorter duration or limited scope. CGF may teach, participate in practical/clinical research, and serve as a committee member on doctoral dissertation, scholarly project, or thesis committees. If they have earned a doctoral degree, they may co-chair a doctoral committee with a faculty member who holds DRE. Before the end of the five-year term, the individual must apply for renewal of status and meet the standards stated in the Graduate Faculty Guidelines.

**c. Standards for Appointment and Reappointment**

Faculty members 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 shorter term or receive an appointment with limited responsibilities.

**d. Criteria for Appointment**

1) **Education Level**

- a) Possess a terminal doctoral, professional doctoral, or terminal Masters degree in an appropriate discipline, and
- b) have current certification or licensure in the clinical discipline if any is required; or
- c) possess a Masters degree in the discipline and meet the sponsoring college's tested-criteria experience.<sup>6</sup>

2) **Teaching/Advising**

The clinical faculty member must demonstrate the ability to contribute to graduate education and direction of graduate studies at the Masters level or above and have a record of sustained success in a clinical or practice setting.

3) **Scholarship**

- c) **Primary Criteria.** In most cases, clinical faculty do not have the same contractual responsibilities for research productivity and dissemination as non-clinical, tenure track faculty. At the same time, clinical instruction and oversight may require research activity that is practical or applied and contributes to the discipline. The research of clinical faculty should be evaluated on the following criteria:

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4. 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.

5. If a faculty member needs specific licensing/certification to teach or practice within the discipline, then loss of or failure to renew that license/certificate will result in withdrawal of CGF upon notification by department/program.

6. The expectation of the Graduate School is that those who mentor or co-mentor doctoral students should have an earned doctoral degree. Those with a Masters degree (unless it is a terminal Masters degree) and tested experience should not serve as research advisors or co-research advisors on doctoral committees. This standard is based on the requirements of the Higher Learning Commission guidelines for determining qualified faculty [https://download.hlcommission.org/FacultyGuidelines\\_OPB.pdf](https://download.hlcommission.org/FacultyGuidelines_OPB.pdf).

- i. Sustained record of professional productivity that contributes to departmental scholarship.
- ii. Sustained record of clinical activities that contribute to student learning and student research.
- iii. Research or scholarship activities that impact practice and are disseminated to practitioners regionally or nationally through workshops, conferences, or other means appropriate to the discipline.

Examples of such productivity may include:

- research on clinical equipment or new products to evaluate usefulness in patient care or clinical practice,
- scholarship that contributes directly to advancements in patient care or clinical practice,
- presentations at state, regional, or national conferences,
- articles in publications for practitioners, or
- participation in clinical standards setting and resource development for clinical teaching at the regional or national level.

4) *Service Standards* (both of the following):

- a) University. Faculty must be actively involved in supporting and improving graduate programs at the departmental, college, or university level. They should maintain continuous involvement and, as their tenure at the university increases, seek greater participation in the service of graduate education.

Evidence to meet the university service standard includes:

- involvement with graduate curriculum development,
- involvement with data collection in a clinical or practice setting,
- supervision of students in clinical or other practical settings,
- active community engagement through clinical practice,
- involvement in graduate admissions committee,
- graduate student program committee advisement/committees,
- co-research advisor for doctoral scholarly projects (working with DRE faculty),
- committee member (thesis or doctoral scholarly project).

- b) Professional. The faculty member is encouraged to maintain membership and active participation in discipline related professional associations, which may include licensing, certifying, or accrediting organizations, at the local, regional, and national levels.

#### 4. Retired Graduate Faculty with Doctoral Research Endorsement

##### a. *Eligibility*

To be a member of the Retired Graduate Faculty with DRE (RGF/DRE) an individual must be a full-time employee of the University of Northern Colorado prior to retirement. In order for retiring faculty to continue as doctoral research advisors to their current doctoral committees, they must apply for and be appointed as RGF/DRE *prior* to their retirement. In exceptional circumstances, retired faculty may be permitted to apply for RGF/DRE up to the end of the first semester post-retirement. Applicants for RGF/DRE should:

- 1) be a member in good standing of the Graduate Faculty,
- 2) have held GF/DRE status for a period of five (5) years, and
- 3) have attended a DRE workshop within the past three (3) years. Applicants for RGF/DRE status who have not attended a DRE workshop in the previous three years must complete the DRE workshop prior to RGF application. If the applicant fails to attend a DRE workshop, that individual must enlist a co-research advisor for any current doctoral research committees.

##### b. *Term of Appointment*

Faculty members apply for this status *prior* to retirement from the University through the current GF application procedures. RGF/DRE status is granted for one, 3-year, non-renewable term. RGF/DRE status allows the faculty member to teach graduate courses and is restricted to doctoral research committees already appointed at the time of the faculty member's retirement. At the end of the three-year term, retired faculty who intend to continue teaching should apply for Graduate Lecturer status. RGF/DRE are subject to all policies outlined in the Graduate Faculty Guidelines.

#### 5. Retired Graduate Faculty

##### a. *Eligibility*

To be a member of the Retired Graduate Faculty (RGF) an individual must be a full-time employee of the University of Northern Colorado prior to retirement. In order for retiring faculty to continue as

members of their current doctoral committees, they must apply for and be appointed as RGF *prior* to their retirement. Applicants for RGF should be a member in good standing of the Graduate Faculty with current GF status at the time of their retirement.

**b. Term of Appointment**

Faculty members apply for this status *prior* to retirement from the University through the current GF application procedures. RGF status allows the retired faculty member to teach graduate courses and to remain as a member of doctoral committees already appointed at the time of the faculty member's retirement. The status is granted for one, 3-year non-renewable term. At the end of that term, retired faculty who continue teaching should apply for Graduate Lecturer status. RGF are subject to all policies outlined in the Graduate Faculty Guidelines.

## **B. APPLICATION AND EVALUATION PROCESS**

### **1. Initial Appointments**

- a.** Individuals seeking any Graduate Faculty status must complete and submit an application, along with appropriate documentation of eligibility to the academic Unit Head to initiate the review and recommendation process.
- b.** 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 [or designee]
- c.** Individuals appointed to the Graduate Faculty are notified in writing by the Graduate Dean of the nature and terms of the appointment.
- d.** 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.

### **2. 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)

- a.** It is the responsibility of all graduate faculty to reapply *prior* to the expiration of their current appointment. 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.
- b.** Initiating the Reappointment request: The faculty member submits a completed application and appropriate supporting documentation of eligibility for reappointment to the Unit Head who initiates the review process.
- c.** 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).
- d.** Faculty who do not meet the criteria for reappointment to the Graduate Faculty will be notified by the Graduate Dean.
- e.** Retired Graduate Faculty (RGF and RGF/DRE) is a one-time appointment for a three-year term with no renewal allowed.

## **C. DOCUMENTATION REQUIREMENTS**

### **1. Initial Appointments**

An applicant is responsible for providing application and materials sufficient to support appointment to the Graduate Faculty, GF with Doctoral Research Endorsement, Clinical Graduate Faculty, Retired Graduate Faculty, RGF with DRE, and, Graduate Faculty Equivalence. \ At a minimum, the supporting materials must document achievements for the review period (currently this is five years), which is the focus of the Graduate Council review. The applicant must file an electronic application, current CV and, in the case of DRE applications, the first page of written products or performances cited in the application or letters of acceptance for publication.

### **2. Reappointments**

Before the end of the five-year term, the individual must apply for renewal of status and meet the standards stated in the Graduate Faculty Guidelines. The focus of a reappointment review is on the time period since the last appointment or reappointment. The applicant must file an electronic application and provide the same materials as for the initial appointment review.

## D. RESTRICTED APPOINTMENTS FOR GRADUATE LEVEL ASSIGNMENTS

### 1. Graduate Lecturer

#### a. *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, retired UNC employees and individuals otherwise unaffiliated with UNC. No one who is currently an enrolled or admitted UNC graduate student, including Teaching Assistants and Graduate Assistants, may teach any graduate level class offered by UNC, except for Professional Renewal Courses (513).

#### b. *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 with prior approval of the Graduate Dean.

#### c. *Standards*

- 1) *Educational Background Standards* (one of the following)
  - a) Has an earned doctorate, OR
  - b) Is a recognized authority and/or possesses demonstrable expertise in the appropriate discipline or assigned teaching area, OR
  - c) Possesses an appropriate master's degree and meets previously established tested experience criteria.

- 2) *Teaching Standards*

- a) Prior college teaching, relevant to course(s) assigned or
- b) Ability/potential for graduate-level teaching.

- 3) *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, and 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.

#### d. *Application and Evaluation Procedures*

- 1) Applications should be submitted to the Academic Unit Head and then to the College Dean well in advance of the beginning of the term of appointment to facilitate appropriate review.
- 2) 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 Graduate Lecturer review. Failure to gain approval as a Graduate Lecturer may lead to withdrawal of graduate credit for students in the classes taught by the unapproved faculty.
- 3) 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.

#### e. *Term of Appointment*

Graduate Lecturer terms are for five years, both for initial appointments and reappointments. Before the end of the five-year term, the individual must apply for renewal of status.

### 2. Graduate Faculty Equivalence

#### a. *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.

#### b. *Roles and Responsibility*

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.

#### c. *Standards*

These faculty members must meet all standards for Graduate Faculty (as described above) and are reviewed by the Dean of the Graduate School or the Dean's designee.

**d. Application and Evaluation Process**

Follow the same procedures as described for the Graduate Faculty. (See sections III. B. 2. c. and d., page 7.)

**e. Term of Appointment**

Graduate Faculty Equivalence terms are for five years, both for initial appointments and reappointments.

**3. Retired Faculty**

Faculty who retire from UNC and have not applied for Retired Graduate Faculty (RGF) or Retired Graduate Faculty with Doctoral Research Endorsement (RGF/DRE) within the required time limits, no longer meet the eligibility criterion for the Graduate Faculty as fulltime employees. They may apply for Graduate Lecturer status to continue to teach graduate courses and, with an exception granted by the Graduate Dean, serve on graduate student committees. (See section III. D. 1. on page 8.)

**4. Suspension and Removal from Graduate Faculty**

Faculty members 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.

**5. Appeals**

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, which may include the Chair of the Standards Committee and Associate Graduate Dean. Further appeal will follow established University appeals procedures.