



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 would be 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 capstone projects. A description of Graduate Faculty eligibility criteria and appointment procedures is presented in a following section.

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 admissions committees, graduate program coordinator, 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 having certain graduate level responsibilities.

A. DEFINITION OF TYPES OF APPOINTMENT

1. **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. The Standards Committee of the Graduate Council will accept the sponsoring college's evaluation that the applicant meets the college's criteria for tested experience. Graduate Lecturers are not members of the Graduate Faculty, since their appointment is restricted and not approved by the President. Graduate Lecturers do not typically serve as program advisor to graduate students, serve on graduate committees or serve as graduate coordinator. However, in cases where the Graduate Lecturer's area of expertise is particularly relevant to a student's research topic, a petition may be submitted to the Graduate Dean to include the Graduate Lecturer on a specific graduate committee. Graduate Lecturer terms are for five years, both for initial appointments and any reappointments.
2. **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.
3. **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 serving on comprehensive exam and dissertation committees.
4. **Doctoral Research Endorsement** enables a Graduate Faculty member to serve as Research Advisor for doctoral students' dissertation/research/capstone committees.
5. **Emeritus Graduate Faculty** is a Graduate Faculty/Doctoral Research Endorsed or Graduate Faculty member who is retiring within twelve months and who wishes to continue as a Research Advisor for current doctoral student committees.

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 employee of the University of Northern Colorado. In the semester prior to retirement, individuals seek appointment as an Emeritus Graduate Faculty (EGF) if they continue to teach or serve as doctoral research advisors to their current doctoral advisees. Retiring faculty member may serve as the research advisor of a dissertation or capstone committee if they meet the criteria for Emeritus Graduate Faculty with DRE detailed in section III. B.3., page 5 of these guidelines.

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. All graduate faculty appointments are reviewed on a regular schedule, as established by the Graduate Dean, currently every five years.

c. *Standards for Appointment and Reappointment¹*

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 lesser period if they have not had the opportunity to meet the standard.

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.
- 2) *Teaching/Advising*

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; and c) have a record of scholarship meriting membership in the Graduate Faculty and have received the terminal degree within the last five years, or have been employed for the last five years in professional positions which lacked the expectation of scholarly productivity.

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:

1. 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.
2. 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.
3. 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, books 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 contracts²
- 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 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
- service with Graduate Council as member, leader, or on ad hoc committee
- graduate program coordinator
- graduate admissions
- special Graduate School admissions committees (non BA, GIDP, etc.)
- IRB or IACUC member
- service on research related committees (e.g., FRPB)

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

- graduate student program committee advisement/committees
 - research advisor (thesis, dissertation, or doctoral capstone)
 - committee member (thesis, dissertation, or doctoral capstone)
 - faculty representative on doctoral examination, dissertation, and capstone 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 EGF/DRE status prior to retirement.

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. Subsequent reviews are held on a regular schedule, as established by the Graduate Dean, currently every five (5) years.

c. Standards for Appointment³

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

- 1) Possess a terminal or doctoral degree in an appropriate discipline.
- 2) DRE Workshop
The faculty member must have attended 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 2-3)
 - ii. **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.
 - iii. **Quality.** On the whole, the scholarship of the persons seeking Doctoral Research Endorsement must be juried and/or peer reviewed.
 - 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 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 five years. For written products that have been accepted for publication but have not yet appeared in print, an acceptance letter must be supplied.

Examples of research/performances meeting this standard include

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; and c) have a record of scholarship meriting membership in the Graduate Faculty and have received the terminal degree within the last five years, or have been employed for the last five years in professional positions which lacked the expectation of scholarly productivity.

- 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
- 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 contracts⁴ (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 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. Emeritus Graduate Faculty

a. Eligibility

To be a member of the Graduate Faculty an individual must be a full-time employee of the University of Northern Colorado. In order for retiring faculty to continue as doctoral research advisors to their current doctoral committees, they must apply for and be appointed as EFG/DRE *prior* to their retirement. Applicants for EGF/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 EGF status who have not attended a DRE workshop in the previous three years must complete the DRE workshop *prior* to EGF application. If the applicant fails to attend a DRE workshop, he or she 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 procedures (application, review by chair/school director and college dean then the Standards Committee of the Graduate Council). Faculty members seeking the Emeritus Graduate Faculty (EGF) designation should hold GF with DRE at the time of their retirement. Additionally, EGF status is granted for faculty for one, 3-year term and is non-renewable. EGF status would allow the faculty member to teach graduate courses and is restricted to doctoral research committees already in existence at the time of the faculty member's retirement. EGF would be subject to all policies outlined in the Graduate Faculty.

C. APPLICATION AND EVALUATION PROCESS

1. Initial Appointments

- a. 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.
- 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
- 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.

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.

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 request for reappointment to the graduate faculty and appropriate supporting documentation of eligibility 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. Emeritus Graduate Faculty (EGF) is a one-time appointment for a three-year term with no renewal allowed.

D. DOCUMENTATION REQUIREMENTS

1. 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 five years), which is the focus of the Graduate Council review. The applicant must file an application online. In addition, the application must include an electronic copy of your current CV and, in the case of DRE applications, the first page of written products cited in the application or letters of acceptance for publication.

2. Reappointments

The focus of a reappointment review is on the time period since the last appointment or reappointment (currently the typical review period is five (5) years). The applicant must file an application online and provide the same materials as for the initial appointment review.

E. 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 previously established criteria.

2) Teaching Standards

- a) Prior college teaching, relevant to course(s) assigned or
- b) Ability/potential for college-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 College Dean in well 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.

2. Appointment with 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 through the normal appointment process.

d. Application and Evaluation Process

Follow the same procedures as described for the Graduate Faculty. See sections III. B. 2. C and D., pages 5 & 6.

3. 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.

4. Emeritus or Retired Faculty

Faculty who retire from UNC and have not applied for Emeritus Graduate Faculty, no longer meet the eligibility criterion for the Graduate Faculty as fulltime 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 III. E1 on page 6.

5. Appeals

- a. 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.
- b. Further appeal will follow established University appeals procedures.