



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II- GRADUATE: FACULTY 1.0

GRADUATE FACULTY

UNIT POLICY—ACADEMIC AFFAIRS

1. Definition and Purpose: The Graduate Faculty of North Carolina Agricultural and Technical State University exists as part of the total University Faculty. The primary function of the Graduate Faculty of NCA&T is to provide educational and research experiences which support high quality graduate education and to provide advice concerning policies associated with graduate programs at the University.
2. All faculty teaching graduate level courses must be members of the graduate faculty. Faculty members teaching courses at the master's and doctoral degree level are expected to hold the terminal degree in the discipline in which they are teaching or in a closely related discipline. In some cases, subject to prior approval by the SACS credentialing office, faculty members without a doctoral degree may teach graduate courses provided there is demonstrable evidence that such faculty member possess experience, knowledge, and capability in the discipline.
3. Appointment of Graduate Faculty: Each school/college will establish specific criteria that delineate what constitutes an adequate record of sustained academic and scholarly activity for appointment. On the basis of the approved criteria, the school/college will develop a process of systematic review and evaluation that will lead to appointment as graduate faculty. Updates to the roster of graduate faculty for each graduate program will be communicated to the dean of the Graduate School at the start of each academic year.

4. Primary Criteria for Graduate Faculty Appointment

- Evidence of regular and consistent creative or scholarly contributions that are widely disseminated in peer reviewed contexts in professionally recognized venues. Departments must define the expected level of scholarly contribution
- Supplemental appropriate professional activities including presentation at professional conferences, symposia and meetings, adjudication of scholarly and/or creative work for professional presentation, consulting, holding office in a professional society or organization germane to the discipline. Supplemental activities in lieu of documented record of scholarly and/or creative research will not qualify a faculty member for Full Graduate Faculty status.
- Actively involved in graduate education since last review. Department criteria must specify the minimum level of teaching activity necessary to maintain a regular appointment to Graduate Faculty, including demonstrated potential to direct masters or doctoral candidates successfully, number of students directed since the last review and their time-to-degrees, effective teaching of graduate courses appraised using class or peer evaluations, self-assessment by the faculty member, planning and directing of programs of graduate students and the direction of theses and dissertations, as well as serving on graduate student committees, and effectiveness and quality of mentoring. Initial appointments to the graduate faculty will not require this evidence of teaching performance, but evidence from previous institutions may be used in support of initial appointments if available.

5. Membership Categories: Membership of the Graduate Faculty shall be divided into three categories: Full, Associate, and Affiliate Membership.

6. Full Members:

Eligibility: Tenured or tenure-track faculty members at the academic rank of assistant professor or higher are eligible for full membership status. In addition, full graduate faculty will meet the criteria for appointment established by the academic school/college faculty and will be appointed to full membership through a process determined by the academic school/college.

Responsibilities: Full Members of the Graduate Faculty may participate in all aspects of the graduate program including teaching graduate level courses in their area of expertise, serving on thesis/dissertation committees, and chairing master's thesis and doctoral dissertation committees. Additionally, only Full Members are eligible for election to the Graduate Council, to serve as a Graduate Coordinator, to represent the Graduate School on thesis and dissertation defenses, and to vote on issues presented to the Graduate Faculty pertaining to changes to the graduate program.

7. Associate Members

Eligibility: Tenured, tenure-track, and full-time non-tenure track faculty members and full-time EPA non-teaching employees are eligible for associate membership status. In

addition, associate graduate faculty will meet the criteria for appointment established by the academic school/college faculty and will be appointed to associate membership through a process determined by the academic school/college.

Responsibilities: Associate Members of the Graduate Faculty may teach graduate courses, serve on thesis and dissertation committees, and co-chair master's thesis and doctoral dissertation committees provided a full graduate faculty member is the other co-chair.

8. Affiliate Members

Eligibility: Tenured and tenure-track, full-time or part-time non-tenure track faculty members, full-time or part time EPA non-teaching employees, visiting, retired, clinical, extension, practicum, research, teaching, and contractual employees are eligible for affiliate membership status. In addition, affiliate graduate faculty will meet the criteria for appointment established by the academic school/college faculty and will be appointed to teaching membership through a process determined by the academic school/college.

Responsibilities: Affiliate Members of the Graduate Faculty may teach graduate courses and may serve as the third member on a thesis committee and fourth member on dissertation committee.

9. Review and Continuation of Graduate Faculty: Each school/college will establish a process for continuation; change from Associate to Full member; or removal of membership on the Graduate Faculty. This process will be based on a variety of factors, including scholarly productivity, record of graduate teaching or mentorship, and/or other factors as defined by the school/college. The period of review will be defined by the school/college, but must occur at least once every five years.

10. A faculty member will automatically lose graduate faculty status at any time he/she is deemed deficient under post-tenure review.

Approved by the Chancellor

Date revised policy is effective: Upon approval

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