



Graduate Policies and Curriculum Committee- Handbook Change

RES 232415

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding Graduate Faculty (additions in **bold underline**) as specified below:

308.7 Graduate Faculty

308.7.1 Graduate Faculty definition, criteria, and evaluation

The title of Graduate Faculty is a formal designation defining the faculty responsible for maintaining the program curricula, quality and standards of teaching, and mentoring within a graduate program. Programs offering graduate degrees shall develop qualification criteria and a policy for periodic evaluation for appointment of Graduate Faculty. Only designated Graduate Faculty may serve as the primary supervisor/advisor of a graduate student's culminating experience (see Graduate Program Checklist). Other qualified faculty may teach graduate courses if approved by the Graduate Faculty of the program. Criteria for appointment and renewal of appointment as Graduate Faculty is primarily dependent upon demonstrated current expertise and active practice in the discipline of the relevant graduate program. A term of Graduate Faculty appointment shall not exceed five years, with review required for reappointment. There is no limit to the number of terms a Graduate Faculty may serve.

Graduate Faculty qualification criteria and policy for periodic evaluation for appointment shall follow the areas included below. Without altering the scope of the areas listed below, programs/units shall interpret and elaborate these areas in order to assess the eligibility of a faculty member for appointment as Graduate Faculty within their unit/program. Qualification criteria and the evaluation process shall meet the following:

- a. Graduate Faculty are selected from among the tenured and tenure-track faculty from the program/unit in which the graduate degree is to be conferred. At the discretion of programs/units, emeritus faculty from the program/unit in which the degree is to be conferred may also be considered for appointment as Graduate Faculty. For interdisciplinary programs and/or for faculty holding a relevant terminal degree

but within a different unit, faculty from other units with relevant areas of expertise may be selected as Graduate Faculty.

- b. Faculty must be evaluated based on activities and productivity from only the most recent 5-year period.
- c. Graduate programs shall develop an evaluation process for the submission and review of Graduate Faculty appointment requests. Faculty may request review or re-review at any time, which may occur in less than a five-year cycle for faculty not currently part of the Graduate Faculty.
- d. Criteria shall set minimum expectations for qualification to a faculty appointment to Graduate Faculty, including the following:
 - i. Maintaining/holding a discipline-specific Ph.D. or other appropriate terminal degree related to the graduate degree program in which the Graduate Faculty will serve.
 - ii. Relevant professional experience and activity within the last 5 years, including with professional societies and organizations, maintenance of professional practice and connections, and evidence of the ability to model appropriate professional and academic behaviors.
 - iii. Relevant, and on-going research, scholarship, and creative activities, including the demonstration of significant recent professional peer-reviewed products and/or publications. Criteria related to this area shall be the most rigorous and extensive area of review.
 - iv. Demonstrated involvement of students in research, scholarship, and creative activities.
 - v. Programs may add additional areas of evaluation as may be required by disciplinary standards, accreditation requirements, or degree certification requirements.
- e. In the event that a graduate program/unit does not have current approved Graduate Faculty evaluation criteria, evaluation shall be based upon the most current criteria required for promotion within the unit under their criteria for RTP evaluation. Evaluation for Graduate Faculty standing shall be based on only the most recent 5-years of activity at the time of review. Rank is not an acceptable basis for Graduate Faculty appointment evaluation.
- f. Graduate Program Directors shall maintain documentation of faculty evaluations, including the duration of current appointments for all Graduate Faculty. Graduate Program Directors are responsible for ensuring that Graduate Faculty serve for no more than 5-years before being evaluated for re-appointment.
- g. At the beginning of each academic year, the relevant Graduate Program Director shall forward to the Associate Dean of Graduate and Undergraduate Studies (AD-GUS) an up-to-date list of all faculty within the relevant graduate program currently appointed as Graduate Faculty.

308.7.2 Graduate Faculty criteria approval and revision

Unit/program Graduate Faculty criteria shall be formally reviewed at least once every five (5) years. Any unit/program faculty may propose changes in unit/program evaluation criteria at any time. After approval by a majority vote of all Graduate Faculty of the relevant graduate program, changes in the Graduate Faculty criteria shall be forwarded to the AD Graduate and Undergraduate Studies (AD-GUS) and the AVP Academic Affairs (AVP AA) for review and approval. In the event that approval is not granted, the AD-GUS and AVP-AA shall state why approval was not granted, and this information shall be forwarded to the Graduate Studies Committee. In the event that the differences cannot be resolved, the AVP-AA shall request the Graduate Studies Committee to arbitrate and to determine a resolution.

308.7.3 Graduate Faculty appeal of decision

In the event that a faculty member is evaluated and declined appointment as Graduate Faculty they may request a re-evaluation by Graduate Faculty from outside their unit. They shall forward their request, including current unit/program Graduate Faculty criteria, a personal narrative outlining how they meet these criteria, and an up-to-date CV reflecting activity from the most recent 5-years to the AD Graduate and Undergraduate Studies (AD-GUS). An *ad hoc* committee consisting of a minimum of 5 Graduate Faculty selected from the members of the Graduate Studies Committee will be assembled by the AD-GUS to evaluate the faculty's qualifications and make an appointment decision. This committee shall not include any members from the unit/program of the faculty requesting re-evaluation.

APPENDIX L: Graduate Program Checklist Removed

RATIONALE: Graduate Faculty criteria are already required for graduate programs, but the development and evaluation of these has been applied on a program-by-program basis. This has led to confusion, and uneven implementation and application. The current policy was requested by the Graduate Studies Committee, on which all graduate programs have a representative. Additional changes were made following input from the Academic Senate, Faculty Affairs Committee, and in consultation with the Graduate Policy & Curriculum Committee.

To date, there has been no university-wide policy that provides faculty an option for re-evaluation or appeal when they disagree with the Graduate Faculty standing evaluation decision of their unit/program. The proposed *University Handbook* change adds general language on Graduate Faculty criteria and evaluation for appointment that is consistent with existing university policy (as referenced in the Graduate Program Checklist graduate policy document). The new handbook language creates an appeals process for faculty if they disagree with a unit decision on their evaluation. This appeal process will be independent and will occur outside of unit/program, offering faculty an important avenue to address or remedy potential conflicts within the unit/program.

The placement of this section within Section 308 of the University Handbook (i.e., “Review procedures for special awards and appointments”) is proposed, since appointment to Graduate Faculty status is a special title of which only faculty within graduate programs will be eligible.

Distribution List:

- President
- Provost and VP for Academic Affairs
- VP Student Affairs
- AVP Faculty Affairs
- AVP Academic Affairs and Dean of Academic Programs
- School Deans
- Dean of Libraries
- Dean of Antelope Valley
- Dean of Extended University and Global Outreach
- Department Chairs
- General Faculty

Approved by the Academic Senate: February 22, 2024

Sent to the President: March 12, 2024

President Approved: March 20, 2024