



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Graduate Faculty	<b>Policy Number</b>	655
<b>Section</b>	Academics	<b>Approval Date</b>	June 28, 2018
<b>Subsection</b>	Faculty	<b>Effective Date</b>	June 28, 2018
<b>Responsible Office</b>	Office of Graduate Studies		

### 1.0 PURPOSE

1.1 The purpose of this policy is to establish the appointment criteria, appointment processes, and activities of graduate faculty, and the responsibilities and functions of Graduate Council.

### 2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' Standard 2, Sections 2.C.12 through 2.C.15

2.2 Utah State Board of Regents' Policy R312 *Configuration of the Utah System of Higher Education and Institutional Missions and Roles*

2.3 Utah State Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

### 3.0 DEFINITIONS

3.1 **Graduate faculty:** Faculty members qualified and approved to teach 6000-level courses.

3.2 **Advisory committee:** A committee with oversight and approval authority for a student's thesis or project.

### 4.0 POLICY

4.1 Qualified UVU graduate faculty who teach graduate courses may participate in the development and administration of graduate programs.

#### 4.2 Appointment Criteria for Graduate Faculty

##### 4.2.1 Graduate Faculty Full Member



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**4.2.1.1** To qualify to become a graduate faculty full member, a salaried, benefits-eligible faculty member or a faculty member with an administrative appointment who is tenured with an academic department shall have, at minimum, the following credentials:

**4.2.1.1.1** An earned terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which they expected to teach;

**4.2.1.1.2** A record of recent effective teaching, as determined by the college/school's academic dean and department chair;

**4.2.1.1.3** A continuing record of scholarship, as determined by the college/school's academic dean and department chair; and

**4.2.1.1.4** A continuing record of service, as determined by the college/school's academic dean and department chair.

**4.2.1.2** Adjunct instructors are not eligible to be appointed as graduate faculty full members.

### **4.2.2 Graduate Faculty Associate Member**

**4.2.2.1** To qualify to become a graduate faculty associate member, a salaried, benefits-eligible faculty member, or an exempt staff employee, shall have, at minimum, the following credentials:

**4.2.2.1.1** An earned terminal degree or actively working towards a terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which they are expected to teach or, as approved by the Graduate Council, a master's degree with related licensing or certification requiring rigorous examination and continuing education;

**4.2.2.1.2** A record of recent effective teaching, as determined by the academic dean and department chair; and

**4.2.2.1.3** One of the following as determined by disciplinary requirements: (a) a continuing record of scholarship, as determined by the college/school academic dean and department chair, or (b) recent, significant, and relevant work-related experience, continuing professional education, or other criteria, as determined by the academic dean and department chair, that demonstrates that the individual is current in the area in which they will be teaching.

### **4.2.3 Graduate Faculty Professional Member**

**4.2.3.1** Tenured or tenure-track faculty members are not eligible to become graduate faculty professional members. To qualify to become a graduate faculty professional member, a non-tenured or non-tenure track salaried, benefits-eligible faculty member, or adjunct instructor that is not otherwise employed by the University in a salaried, benefits-eligible position, shall have, at minimum, the following credentials:



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**4.2.3.1.1** An earned terminal or master's degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching;

**4.2.3.1.2** Professional experience that is current, substantial (in terms of duration and level of responsibility), and clearly linked to the field in which the faculty member is expected to teach, as determined by the academic dean and department chair;

**4.2.3.1.3** Qualifications that meet the program's accreditation standards for graduate faculty, where applicable, as determined by the academic dean and department chair; and

**4.2.3.1.4** A record of recent effective teaching, as determined by the academic dean and department chair.

### **4.2.4 Graduate Faculty Clinical Member**

**4.2.4.1** To qualify to become a graduate faculty clinical member, the clinical faculty shall have at a minimum the following credentials:

**4.2.4.1.1** An earned terminal degree or master's degree from a regionally accredited institution or equivalent in a discipline related to the field in which the faculty member will teach; and

**4.2.4.1.2** A current, active license/certification in good standing with the state of Utah related to the field in which the faculty member will teach.

**4.2.4.2** These faculty may or may not be employees of the University; however, if employed as staff by the University, clinical faculty shall be considered adjunct faculty.

**4.2.4.3** Graduate faculty clinical members shall be approved by the appropriate graduate program director.

### **4.2.5 Appointment Exceptions**

**4.2.5.1** In extraordinary circumstances when an approved graduate faculty member is not available to teach graduate courses, the Director of Graduate Studies may approve a one-semester exception for a faculty member to teach graduate courses.

## **4.3 Individual College/School-Specific Graduate Faculty Requirement**

**4.3.1** In addition to the appointment criteria outlined in this policy, individual colleges and schools may establish additional requirements and discipline-specific expectations for graduate faculty in their specific programs.

## **4.4 Duties of Graduate Faculty**



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**4.4.1** Graduate faculty full members may serve on the Graduate Council, teach graduate courses in their respective department/program, serve on or chair advisory committees of graduate students, and participate in other matters concerning graduate education within their respective college/school and the University.

**4.4.2** Graduate faculty associate members may teach graduate courses in their respective department/program, serve on advisory committees of graduate students, and participate in other matters concerning graduate education within their respective college/school and the University.

**4.4.3** Graduate faculty professional members may teach graduate courses in their respective departments. Graduate faculty professional members may serve on advisory committees of graduate students with the approval of the department chair, dean, and Director of Graduate Studies and participate in other matters concerning graduate education within their respective college/school and the University.

**4.4.4** Graduate faculty clinical members (including clinical professionals of practice) may be granted permission by a graduate program director to supervise graduate students in a clinical setting, but shall not be eligible to teach graduate courses unless approved by the Graduate Council in accordance with this policy.

**4.4.4.1** Graduate faculty full members, associate members, or professional members may also be assigned to supervise graduate students in clinical settings.

### **4.5 Graduate Council**

**4.5.1** Graduate Council members shall be graduate faculty full members. The function of graduate council is high-level oversight of graduate offerings; therefore, graduate program directors shall not be eligible to serve as Graduate Council members. Graduate Council members shall be elected under the direction of the Faculty Senate by the salaried, benefits-eligible faculty in each academic college/school. Terms of faculty Graduate Council members shall be three years and shall be staggered.

**4.5.2** Graduate Council shall include one graduate student representative, who shall be appointed by the Utah Valley University Student Association to serve a one-year term.

**4.5.3** The Director of Graduate Studies shall serve as the chair of Graduate Council.

## **5.0 PROCEDURES**

### **5.1 Oversight Function of Graduate Council**

**5.1.1** Graduate Council shall perform the following functions:



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- 5.1.1.1** Formal approval of appointments to the graduate faculty;
- 5.1.1.2** Formal approval of college/school criteria for graduate faculty;
- 5.1.1.3** Formal approval of all new graduate program proposals as part of the university curriculum process;
- 5.1.1.4** Formal approval of all substantive and non-substantive graduate program change proposals;
- 5.1.1.5** Review of graduate programs as part of the University's program review process. A subcommittee of the Graduate Council, including a representative of the reviewed program, may perform the review;
- 5.1.1.6** Recommendation of policies and procedures for graduate programs in accordance with the following: (a) all proposed new or revised policies shall be presented at the graduate program directors' meeting prior to a final vote taken by Graduate Council, and (b) graduate program directors shall have the right to attend and contribute to Graduate Council meeting discussions related to the aforementioned policy recommendations;
- 5.1.1.7** Consultation regarding the needs of graduate programs;
- 5.1.1.8** Mentoring of faculty and departments developing new graduate degrees or certificates;
- 5.1.1.9** Establishment of committees, as needed, to further graduate education;
- 5.1.1.10** Completion of special assignments, as directed by the Director of Graduate Studies; and
- 5.1.1.11** Provide all program directors with a copy of each council meeting agenda when it is delivered to Graduate Council members. Approved minutes for each graduate council meeting shall be posted to the graduate studies website within three days after these minutes have been approved.

### **5.2 Appointments to Graduate Faculty**

- 5.2.1** Applicants for graduate faculty status shall complete and sign a *Graduate Faculty Application Form* and submit it to their current department chair.
- 5.2.2** The department chair shall review and approve or disapprove the application and submit it to the dean.
- 5.2.3** The dean shall review and approve or disapprove the application. Approved applications shall be sent to Graduate Council for review.



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**5.2.4** Graduate Council shall review and approve or disapprove the application. Graduate Council may also request additional information before making a decision. The Director of Graduate Studies shall notify the applicant, department chair, and college/school dean of the decision taken by Graduate Council.

**5.2.5** Graduate program directors may recommend and department chairs may assign graduate faculty to teach in graduate programs once the recommendation to teach has been approved by the proposed program's department chair and dean and the Graduate Council.

**5.2.5.1** If a program director wishes to employ a graduate faculty member from another department or program, both department chairs and deans shall agree on the faculty member's workload.

**5.2.6** In extraordinary circumstances when an approved graduate faculty member is not available to teach a graduate course, the graduate program director may petition the Director of Graduate Studies for an exception to allow a faculty member who is not an approved graduate faculty member to teach graduate courses for one semester. The written petition from the graduate program director shall contain the reason(s) for the need for an exception, and a plan to remedy the situation so the need does not reoccur. The petition shall also contain a recommendation for the exception from the graduate program director, and the affected department chair and college/school dean.

### **5.3 Appointments to Graduate Council**

**5.3.1** Faculty Senate representatives for the college/school shall conduct the nomination process and the election for Graduate Council representatives. Graduate faculty full members shall be nominated for the Graduate Council ballot by the salaried, benefits-eligible faculty members in their college/school. Only salaried, benefits-eligible faculty members of the college/school are eligible to vote for their college/school Graduate Council representative. Elections shall typically be held in the spring. Newly elected members shall begin service at the start of the subsequent Fall semester and shall serve for a term of three years.

**5.3.2** Each academic college/school shall have one graduate faculty full member serve as a voting member of Graduate Council. Graduate program directors shall not be eligible to serve on the Graduate Council. One graduate student shall also serve as a voting member of Graduate Council. The Director of Graduate Studies or designee shall vote only when there is a tie vote. The Senior Vice President of Academic Affairs shall assign a designee to serve as an ex officio member of Graduate Council.

**5.3.3** Graduate Council meetings shall be held during the academic year as determined by the Director of Graduate Studies.

### **5.4 Review of Graduate Faculty Requirements**



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**5.4.1** Graduate faculty in each college/school shall review and approve graduate faculty eligibility requirements for teaching, scholarship, and service every three years.

**5.4.2** The Director of Graduate Studies and Graduate Council shall review and approve college/school graduate faculty requirements every three years.

### **5.5 Review of Graduate Faculty Status**

**5.5.1** Graduate Council normally approves graduate faculty for a three-year appointment. After the appointment term expires, graduate faculty must reapply for graduate faculty status. Graduate Council and the Director of Graduate Studies shall review salaried, benefits-eligible faculty and adjunct instructors for graduate faculty status every three years to ensure that individual college/school graduate faculty requirements are consistently and fairly applied within each college/school.

**5.5.2** Graduate Council may consider one-year graduate faculty appointments for faculty who are actively working towards a terminal degree in accordance with 4.2.2.1.1. For appointment and reappointment as graduate faculty, these applicants shall provide Graduate Council adequate documentation, initially and annually, that demonstrates progress towards completion of the terminal degrees.

**5.5.3** The teaching requirement in 4.2.1.1.2, 4.2.2.1.2, and 4.2.3.4 may be waived for those who have no prior teaching experience, but have demonstrated other significant experience(s) that qualifies the individual to teach.

**5.5.4** As approved by Graduate Council, the terminal or master’s degree requirement in 4.2.1.1.1, 4.2.2.1.1, and 4.2.3.1.1 may be waived in extraordinary circumstances for those who have substantial expertise that qualifies the individual to teach in a graduate program.

### **5.6 Advisory Committee Members Not Employed by the University**

**5.6.1** Faculty or professionals not employed by the University may be nominated to serve as members of advisory committees when they have special expertise to add to the committee. Written documentation justifying the request along with the faculty or professional’s current curriculum vitae should be forwarded to the relevant program director for initial review. To serve on advisory committees, the faculty or professional’s nomination must be approved by the program director, dean, and Graduate Council. Advisory committee members not employed by the University may not serve as chairs of advisory committees.

POLICY HISTORY		
February 11, 2016	New policy approved for entrance into Policy Manual.	UVU Board of Trustees



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June 28, 2018	Revised policy with limited scope revisions approved	UVU Board of Trustees
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