



# 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 18, 2025
<b>Subsection</b>	Faculty	<b>Effective Date</b>	June 18, 2025
<b>Responsible Office</b>	Office of the Provost/Senior Vice President of Academic Affairs	<b>Last Review</b>	June 18, 2025

### 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 1, Section 1.C.9
- 2.2 Utah State Board of Regents Policy R312 *Institutional Roles and Missions and Approval of Out-of-Role Instructional Programs*
- 2.3 Utah State Board of Regents Policy R401 *Approval and Modification of Instructional Programs and Administrative Units within Institutional Role, Mission, and Designated Service Regions*
- 2.4 UVU Policy 631 *Student Evaluation of Faculty and Courses*
- 2.5 UVU Policy 658 *Establishment and Administration of Graduate Programs*

### 3.0 DEFINITIONS

- 3.1 **Graduate faculty:** Faculty or staff members qualified, appointed, and approved to teach 6000-level courses.
- 3.2 **Graduate faculty clinical member:** Licensed professionals who are qualified to supervise students in clinical practice. These individuals must be approved as academic graduate faculty or professional graduate faculty to teach graduate courses.
- 3.3 **Graduate advisory committee:** A committee with oversight and approval authority for a student’s thesis or project.



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**3.4 Graduate Council chair:** The individual responsible for establishing Graduate Council agendas, leading Graduate Council meetings, and communicating Graduate Council decisions.

**3.5 Graduate program committee:** A committee of individuals responsible for the oversight of one specific, established graduate program's procedures, processes, and associated university policies.

**3.6 Graduate program director:** The individual responsible for the administration of one specific graduate program's academic procedures, processes, and associated university policies. This individual serves as chair of their graduate program committee.

### 4.0 POLICY

#### 4.1 Appointment Criteria for Graduate Faculty

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

#### 4.2 Academic Graduate Faculty

**4.2.1** To qualify to become an academic graduate faculty, a faculty or staff member shall, at minimum, the following credentials:

**4.2.1.1** Possess an earned terminal degree from a regionally accredited institution or equivalent;

**4.2.1.2** Demonstrate a continuing record of scholarly activities recognized outside of the University during the previous five-year period that, at a minimum, meets the standards established by the Graduate Council and Deputy Provost; and

**4.2.1.3** Demonstrate recent effective teaching (may be waived for those who have no recent prior teaching experience), as determined by the graduate program director.

#### 4.3 Professional Graduate Faculty

**4.3.1** To qualify to become professional graduate faculty, a faculty or staff member shall, at a minimum, the following credentials:

**4.3.1.1** Hold an earned terminal or master's degree from a regionally accredited institution or equivalent in a discipline appropriate to the subject being taught; and

**4.3.1.2** Demonstrate recent and significant relevant work-related experience, continuing professional education, and/or other criteria during the previous five years as determined by the



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Graduate Council and Deputy Provost, which demonstrates the candidate is current in the area considered for teaching; and

**4.3.1.3** Demonstrate recent effective teaching (may be waived for those who have no recent prior teaching experience), as determined by the graduate program director.

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

**4.3.2.1** An earned terminal degree or master's degree from a regionally accredited institution or equivalent in a discipline related to the clinical field; and

**4.3.2.2** A current, active license/certification in good standing with the state of Utah related to the clinical field.

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

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

### **4.4 Appointment Exceptions**

**4.4.1** 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 appointment for course coverage.

### **4.5 Individual Graduate Program-Specific Graduate Faculty Requirements**

**4.5.1** In addition to the minimum appointment criteria outlined in this policy, individual graduate program committees may establish additional requirements and discipline-specific expectations for graduate faculty in their specific graduate programs. These additional requirements, if any, will be evaluated by the graduate program director before recommending a faculty member for graduate faculty status. Since the graduate program's additional graduate faculty requirements are reviewed and approved at the graduate program level, the Graduate Council will not consider the additional requirements when evaluating applicants for graduate faculty status.

### **4.6 Duties of Graduate Faculty**

**4.6.1** Academic graduate faculty who are UVU tenured or tenure-track faculty 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.



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**4.6.2** Professional graduate faculty and academic graduate faculty who are not UVU tenured or tenure-track faculty may teach graduate courses, serve on advisory committees of graduate students, and participate in other matters concerning graduate education within the University as allowed by University policy. 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.

**4.6.3** Graduate faculty members may also be assigned to supervise graduate students in clinical settings.

### **4.7 Graduate Council**

**4.7.1** Graduate Council shall include one faculty representatives from each college/school. This representative shall be a UVU tenured or tenure-track academic graduate faculty who does not have a full-time administrative appointment. The function of the 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. The terms of faculty Graduate Council members shall be three years and shall be staggered.

**4.7.2** Graduate Council shall include one graduate student representative, who shall be nominated by the chair of the Graduate Council and appointed by the UVU Student Body President to serve a term not to exceed one year.

**4.7.3** The Office of the Provost shall appoint the chair of the Graduate Council who may or may not be one of the college/school faculty representatives on the Graduate Council.

### **4.9 Evaluation of Teaching Effectiveness**

**4.9.1** The teaching effectiveness review for academic graduate faculty and professional graduate faculty applicants may be based on the graduate program director's review of the standard institution-wide evaluation instrument used for courses taught by the faculty member during the past two years. The graduate program director may discuss specific evaluations with the department chair to determine specific graduate teaching assignments. The graduate program director shall not share specific evaluation information with the graduate program committee or others.

**4.9.2** The graduate program director may consider the evaluations when recommending graduate course teaching assignments to the graduate program committee. The graduate program director may also share aggregate faculty evaluations for graduate program assessment and accreditation purposes.



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### 5.0 PROCEDURES

#### 5.1 Oversight Function of Graduate Council

5.1.1 Graduate Council shall perform the following functions:

5.1.1.1 Formally approve appointments to the academic graduate faculty and professional graduate faculty;

5.1.1.2 Formally approve all new graduate program and course proposals as part of the university curriculum process;

5.1.1.3 Formally approve all graduate program and course curriculum change proposals as part of the university curriculum process;

5.1.1.4 Review 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;

5.1.1.5 Consult regarding the needs of graduate programs;

5.1.1.6 Establish committees, as needed, to further graduate education;

5.1.1.7 Complete special assignments; and

5.1.1.8 Provide graduate program directors access to Graduate Council meeting agendas and minutes.

#### 5.2 Appointments to Graduate Faculty

5.2.1 Applicants for graduate faculty status shall complete and sign a *Graduate Faculty Application Form*, which shall be routed to their graduate program director. If the applicant is not or will not be associated with a graduate program, the application shall be routed to the applicant's department chair.

5.2.2 The graduate program director or department chair, where applicable, shall review and approve or disapprove the application based on the applicant meeting the minimum university graduate faculty requirements and additional graduate faculty requirements, if any, required by the graduate program committee. The application shall be routed to the Office of Graduate Studies, which shall place the application on the Graduate Council agenda.

5.2.3 Graduate Council shall review and approve, disapprove, or table the application. The Graduate Council may also request additional information before making a decision. The Graduate Council chair shall notify the applicant and graduate program director of the decision



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taken by Graduate Council. If the application is disapproved or tabled, the applicant may file a written appeal to the Graduate Council documenting the reasons the applicant meets minimum graduate faculty requirements. The Graduate Council shall review and approve or disapprove the appeal.

**5.2.4** 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 graduate program director and the Graduate Council.

**5.2.5** 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 in accordance with university policy, and with approval from the Deputy Provost, if required.

**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.

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

**5.3.1** College/School dean representatives for the college/school shall conduct the nomination and election process for Graduate Council faculty representatives. Academic graduate faculty 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 serve for three years.

**5.3.2** Each academic college/school shall have one tenured or tenure-track academic graduate faculty member serve as a voting member of Graduate Council. One graduate student shall also serve as a voting member of Graduate Council. The Graduate Council chair shall vote only when there is a tie vote. The Provost and 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 Graduate Council chair.



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### 5.4 Review of Graduate Faculty Status

**5.4.1** Graduate Council normally approves graduate faculty for a five-year appointment. After the appointment term expires, graduate faculty must reapply for graduate faculty status.

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

### 5.5 Advisory Committee Members Not Employed by the University

**5.5.1** 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 graduate program director and Graduate Council. Advisory committee members not employed by the University may not serve as chairs of advisory committees.

POLICY HISTORY		
<b>Date of Last Formal Review:</b> June 18, 2025		
<b>Due Date of Next Review:</b> June 18, 2030		
Date of Last Action	Action Taken	Authorizing Entity
February 11, 2016	New policy approved for entrance into Policy Manual.	UVU Board of Trustees
June 28, 2018	Revised policy with limited scope revisions approved	UVU Board of Trustees
June 18, 2025	Revised policy approved through the regular policy process.	UVU Board of Trustees

\*More information on the formal review can be found in Policy 101 section 4.7.3.