



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title:</b> <b>655 Graduate Faculty</b>		
Current Policy Number and Title:     655 Graduate Faculty		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular  <input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> Temporary  <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Compliance Change  <input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b>	<u>Stage 2 Regular, February 13, 2025</u>
<b>President’s Council Sponsor:</b>	<u>Wayne Vaught</u>
<b>Policy Steward:</b>	<u>Jim Bailey</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
<b>Drafting and Revision</b> Entrance Date: <u>8/20/2024</u>  <b>University Entities Review</b> Entrance Date: <u>2/13/2025</u> Close Feedback: <u>4/10/2025</u>  <b>Board of Trustees Review</b> Entrance Date:     _____ Approval Date:     _____	<b>Drafting and Revision</b> Entrance Date:     _____  <b>Board of Trustees Review</b> Entrance Date:     _____ Approval Date:     _____	<b>President’s Council Approval</b> Approval Date:     _____  <b>Board of Trustees Ratification</b> Ratification Date:   _____



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

### 1.0 PURPOSE

1 **1.1** The purpose of this policy is to establish the appointment criteria, appointment processes,  
 2 and activities of graduate faculty, and the responsibilities and functions of Graduate Council.

### 2.0 REFERENCES

- 3 **2.1** Northwest Commission on Colleges and Universities' Standard 1, Section 1.C.9
- 4 **2.2** Utah State Board of Regents Policy R312 *Institutional Roles and Missions and Approval of*  
 5 *Out-of-Role Instructional Programs*
- 6 **2.3** Utah State Board of Regents Policy R401 *Approval and Modification of Instructional*  
 7 *Programs and Administrative Units within Institutional Role, Mission, and Designated Service*  
 8 *Regions*
- 9 **2.4** UVU Policy 631 *Student Evaluation of Faculty and Courses*
- 10 **2.5** UVU Policy 658 *Establishment and Administration of Graduate Programs*

### 3.0 DEFINITIONS

- 11 **3.1 Graduate faculty:** Faculty or staff members qualified, appointed, and approved to teach  
 12 6000-level courses.
- 13 **3.2 Graduate faculty clinical member:** Licensed professionals who are qualified to supervise  
 14 students in clinical practice. These individuals must be approved as academic graduate faculty or  
 15 professional graduate faculty to teach graduate courses.
- 16 **3.3 Graduate advisory committee:** A committee with oversight and approval authority for a  
 17 student's thesis or project.



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18 **3.4 Graduate Council chair:** The individual responsible for establishing Graduate Council  
19 agendas, leading Graduate Council meetings, and communicating Graduate Council decisions.

20 **3.5 Graduate program committee:** A committee of individuals responsible for the oversight of  
21 one specific, established graduate program's procedures, processes, and associated university  
22 policies.

23 **3.6 Graduate program director:** The individual responsible for the administration of one  
24 specific graduate program's academic procedures, processes, and associated university policies.  
25 This individual serves as chair of their graduate program committee.

### 4.0 POLICY

#### 26 **4.1 Appointment Criteria for Graduate Faculty**

27 **4.1.1** UVU graduate faculty who teach graduate courses may participate in the development and  
28 administration of graduate programs.

#### 29 **4.2 Academic Graduate Faculty**

30 **4.2.1** To qualify to become an academic graduate faculty, a faculty or staff member shall, at  
31 minimum, the following credentials:

32 **4.2.1.1** Possess an earned terminal degree from a regionally accredited institution or equivalent;

33 **4.2.1.2** Demonstrate a continuing record of scholarly activities recognized outside of the  
34 University during the previous five-year period that, at a minimum, meets the standards  
35 established by the Graduate Council and Deputy Provost; and

36 **4.2.1.3** Demonstrate recent effective teaching (may be waived for those who have no recent prior  
37 teaching experience), as determined by the graduate program director.

#### 38 **4.3 Professional Graduate Faculty**

39 **4.3.1** To qualify to become professional graduate faculty, a faculty or staff member shall, at a  
40 minimum, the following credentials:

41 **4.3.1.1** Hold an earned terminal or master's degree from a regionally accredited institution or  
42 equivalent in a discipline appropriate to the subject being taught; and

43 **4.3.1.2** Demonstrate recent and significant relevant work-related experience, continuing  
44 professional education, and/or other criteria during the previous five years as determined by the



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

47 **4.3.1.3** Demonstrate recent effective teaching (may be waived for those who have no recent prior  
48 teaching experience), as determined by the graduate program director.

49 **4.3.2** To qualify to become a graduate faculty clinical member, the clinical faculty shall have, at  
50 a minimum, the following credentials:

51 **4.3.2.1** An earned terminal degree or master's degree from a regionally accredited institution or  
52 equivalent in a discipline related to the clinical field; and

53 **4.3.2.2** A current, active license/certification in good standing with the state of Utah related to  
54 the clinical field.

55 **4.3.3** These faculty may or may not be employees of the University; however, if employed by the  
56 University, clinical faculty shall be considered adjunct faculty.

57 **4.3.4** Graduate faculty clinical members shall be approved by the appropriate graduate program  
58 director.

### 59 **4.4 Appointment Exceptions**

60 **4.4.1** In extraordinary circumstances when an approved graduate faculty member is not available  
61 to teach graduate courses, the Director of Graduate Studies may approve a one-semester  
62 appointment for course coverage.

### 63 **4.5 Individual Graduate Program-Specific Graduate Faculty Requirements**

64 **4.5.1** In addition to the minimum appointment criteria outlined in this policy, individual graduate  
65 program committees may establish additional requirements and discipline-specific expectations  
66 for graduate faculty in their specific graduate programs. These additional requirements, if any,  
67 will be evaluated by the graduate program director before recommending a faculty member for  
68 graduate faculty status. Since the graduate program's additional graduate faculty requirements  
69 are reviewed and approved at the graduate program level, the Graduate Council will not consider  
70 the additional requirements when evaluating applicants for graduate faculty status.

### 71 **4.6 Duties of Graduate Faculty**

72 **4.6.1** Academic graduate faculty who are UVU tenured or tenure-track faculty may serve on the  
73 Graduate Council, teach graduate courses in their respective department/program, serve on or  
74 chair advisory committees of graduate students, and participate in other matters concerning  
75 graduate education within their respective college/school and the University.



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76 **4.7** Professional graduate faculty and academic graduate faculty who are not UVU tenured or  
77 tenure-track faculty may teach graduate courses, serve on advisory committees of graduate  
78 students, and participate in other matters concerning graduate education within the University as  
79 allowed by University policy. Graduate faculty clinical members (including clinical  
80 professionals of practice) may be granted permission by a graduate program director to supervise  
81 graduate students in a clinical setting but shall not be eligible to teach graduate courses unless  
82 approved by the Graduate Council in accordance with this policy.

83 **4.7.1 4.6.4** Graduate faculty members may also be assigned to supervise graduate students in  
84 clinical settings.

### 85 **4.8 Graduate Council**

86 **4.8.1** Graduate Council shall include one faculty representatives from each college/school. This  
87 representative shall be a UVU tenured or tenure-track academic graduate faculty who does not  
88 have a full-time administrative appointment. The function of the Graduate Council is high-level  
89 oversight of graduate offerings; therefore, graduate program directors shall not be eligible to  
90 serve as Graduate Council members. Graduate Council members shall be elected under the  
91 direction of the Faculty Senate by the salaried, benefits-eligible faculty in each academic  
92 college/school. The terms of faculty Graduate Council members shall be three years and shall be  
93 staggered.

94 **4.8.2** Graduate Council shall include one graduate student representative, who shall be appointed  
95 by the Graduate Council to serve a term not to exceed one year.

96 **4.8.3** The Office of the Provost shall appoint the chair of the Graduate Council who may or may  
97 not be one of the college/school faculty representatives on the Graduate Council.

### 98 **4.9 Evaluation of Teaching Effectiveness**

99 **4.9.1** The teaching effectiveness review for academic graduate faculty and professional graduate  
100 faculty applicants may be based on the graduate program director's review of the standard  
101 institution-wide evaluation instrument used for courses taught by the faculty member during the  
102 past two years. The graduate program director may discuss specific evaluations with the  
103 department chair to determine specific graduate teaching assignments. The graduate program  
104 director shall not share specific evaluation information with the graduate program committee or  
105 others.

106 **4.9.2** The graduate program director may consider the evaluations when recommending graduate  
107 course teaching assignments to the graduate program committee. The graduate program director  
108 may also share aggregate faculty evaluations for graduate program assessment and accreditation  
109 purposes.



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### 5.0 PROCEDURES

#### 110 **5.1 Oversight Function of Graduate Council**

111 **5.1.1** Graduate Council shall perform the following functions:

112 **5.1.1.1** Formally approve appointments to the academic graduate faculty and professional  
113 graduate faculty;

114 **5.1.1.2** Formally approve all new graduate program and course proposals as part of the university  
115 curriculum process;

116 **5.1.1.3** Formally approve all graduate program and course curriculum change proposals as part  
117 of the university curriculum process;

118 **5.1.1.4** Review graduate programs as part of the University's program review process. A  
119 subcommittee of the Graduate Council, including a representative of the reviewed program, may  
120 perform the review;

121 **5.1.1.5** Consult regarding the needs of graduate programs;

122 **5.1.1.6** Establish committees, as needed, to further graduate education;

123 **5.1.1.7** Complete special assignments; and

124 **5.1.1.8** Provide graduate program directors access to Graduate Council meeting agendas and  
125 minutes.

#### 126 **5.2 Appointments to Graduate Faculty**

127 **5.2.1** Applicants for graduate faculty status shall complete and sign a *Graduate Faculty*  
128 *Application Form*, which shall be routed to their graduate program director. If the applicant is  
129 not or will not be associated with a graduate program, the application shall be routed to the  
130 applicant's department chair.

131 **5.2.2** The graduate program director or department chair, where applicable, shall review and  
132 approve or disapprove the application based on the applicant meeting the minimum university  
133 graduate faculty requirements and additional graduate faculty requirements, if any, required by  
134 the graduate program committee. The application shall be routed to the Office of Graduate  
135 Studies, which shall place the application on the Graduate Council agenda.

136 **5.2.3** Graduate Council shall review and approve, disapprove, or table the application. The  
137 Graduate Council may also request additional information before making a decision. The  
138 Graduate Council chair shall notify the applicant and graduate program director of the decision



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

143 **5.2.4** Graduate program directors may recommend, and department chairs may assign graduate  
144 faculty to teach in graduate programs once the recommendation to teach has been approved by  
145 the graduate program director and the Graduate Council.

146 **5.2.5** If a program director wishes to employ a graduate faculty member from another  
147 department or program, both department chairs and deans shall agree on the faculty member's  
148 workload in accordance with university policy, and with approval from the Deputy Provost, if  
149 required.

150 **5.2.6** In extraordinary circumstances when an approved graduate faculty member is not available  
151 to teach a graduate course, the graduate program director may petition the Director of Graduate  
152 Studies for an exception to allow a faculty member who is not an approved graduate faculty  
153 member to teach graduate courses for one semester. The written petition from the graduate  
154 program director shall contain the reason(s) for the need for an exception, and a plan to remedy  
155 the situation so the need does not reoccur. The petition shall also contain a recommendation for  
156 the exception from the graduate program director, and the affected department chair.

### 157 **5.3 Appointments to Graduate Council**

158 **5.3.1** Faculty Senate representatives for the college/school shall conduct the nomination and  
159 election process for Graduate Council faculty representatives. Academic graduate faculty  
160 members shall be nominated for the Graduate Council ballot by the salaried, benefits-eligible  
161 faculty members in their college/school. Only salaried, benefits-eligible faculty members of the  
162 college/school are eligible to vote for their college/school Graduate Council representative.  
163 Elections shall typically be held in the spring. Newly elected members shall begin service at the  
164 start of the subsequent Fall semester and serve for three years.

165 **5.3.2** Each academic college/school shall have one tenured or tenure-track academic graduate  
166 faculty member serve as a voting member of Graduate Council. One graduate student shall also  
167 serve as a voting member of Graduate Council. The Graduate Council chair shall vote only when  
168 there is a tie vote. The Provost and Senior Vice President of Academic Affairs shall assign a  
169 designee to serve as an ex officio member of Graduate Council.

170 **5.3.3** Graduate Council meetings shall be held during the academic year as determined by the  
171 Graduate Council chair.

### 172 **5.4 Review of Graduate Faculty Status**



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173 **5.4.1** Graduate Council normally approves graduate faculty for a five-year appointment. After  
174 the appointment term expires, graduate faculty must reapply for graduate faculty status.

175 **5.4.2** As approved by Graduate Council, the terminal or master’s degree requirement may be  
176 waived in extraordinary circumstances for those who have substantial expertise that qualifies the  
177 individual to teach in a graduate program.

### 178 **5.5 Advisory Committee Members Not Employed by the University**

179 **5.5.1** Faculty or professionals not employed by the University may be nominated to serve as  
180 members of advisory committees when they have special expertise to add to the committee.  
181 Written documentation justifying the request along with the faculty or professional’s current  
182 curriculum vitae should be forwarded to the relevant program director for initial review. To serve  
183 on advisory committees, the faculty or professional’s nomination must be approved by the  
184 graduate program director and Graduate Council. Advisory committee members not employed  
185 by the University may not serve as chairs of advisory committees.

POLICY HISTORY		
<b>Date of Last Formal Review:</b> <a href="#">Click here to enter a date.</a>		
<b>Due Date of Next Review:</b> <a href="#">Click here to enter a date.</a>		
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
	Revised policy approved through the regular policy process.	UVU Board of Trustees

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





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## 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

~~1.2 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

~~2.6 Northwest Commission on Colleges and Universities' Standard 2, Sections 2.C.12 through 2.C.15~~

~~2.7 Utah State Board of Regents' Policy R312 *Configuration of the Utah System of Higher Education and Institutional Missions and Roles*~~

~~2.8 Utah State Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*~~

### 3.0 DEFINITIONS

~~3.7 **Graduate faculty:** Faculty members qualified and approved to teach 6000 level courses.~~

~~3.8 **Advisory committee:** A committee with oversight and approval authority for a student's thesis or project.~~

### 4.0 POLICY

~~4.9 Qualified UVU graduate faculty who teach graduate courses may participate in the development and administration of graduate programs.~~

#### ~~4.10 Appointment Criteria for Graduate Faculty~~

##### ~~4.10.1 Graduate Faculty Full Member~~



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~~4.10.1.1 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:~~

~~4.10.1.1.1 An earned terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which they expected to teach;~~

~~4.10.1.1.2 A record of recent effective teaching, as determined by the college/school's academic dean and department chair;~~

~~4.10.1.1.3 A continuing record of scholarship, as determined by the college/school's academic dean and department chair; and~~

~~4.10.1.1.4 A continuing record of service, as determined by the college/school's academic dean and department chair.~~

~~4.10.1.2 Adjunct instructors are not eligible to be appointed as graduate faculty full members.~~

### **4.10.2 Graduate Faculty Associate Member**

~~4.10.2.1 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:~~

~~4.10.2.1.1 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;~~

~~4.10.2.1.2 A record of recent effective teaching, as determined by the academic dean and department chair; and~~

~~4.10.2.1.3 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.~~

### **4.10.3 Graduate Faculty Professional Member**

~~4.10.3.1 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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~~4.10.3.1.1 An earned terminal or master's degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching;~~

~~4.10.3.1.2 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;~~

~~4.10.3.1.3 Qualifications that meet the program's accreditation standards for graduate faculty, where applicable, as determined by the academic dean and department chair; and~~

~~4.10.3.1.4 A record of recent effective teaching, as determined by the academic dean and department chair.~~

### **4.10.4 Graduate Faculty Clinical Member**

~~4.10.4.1 To qualify to become a graduate faculty clinical member, the clinical faculty shall have at a minimum the following credentials:~~

~~4.10.4.1.1 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~~

~~4.10.4.1.2 A current, active license/certification in good standing with the state of Utah related to the field in which the faculty member will teach.~~

~~4.10.4.2 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.~~

~~4.10.4.3 Graduate faculty clinical members shall be approved by the appropriate graduate program director.~~

### **4.10.5 Appointment Exceptions**

~~4.10.5.1 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.~~

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

~~4.11.1 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.~~

### **4.12 Duties of Graduate Faculty**



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~~4.12.1 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.~~

~~4.12.2 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.~~

~~4.12.3 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.~~

~~4.12.4 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.~~

~~4.12.4.1 Graduate faculty full members, associate members, or professional members may also be assigned to supervise graduate students in clinical settings.~~

### **4.13 Graduate Council**

~~4.13.1 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.~~

~~4.13.2 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.~~

~~4.13.3 The Director of Graduate Studies shall serve as the chair of Graduate Council.~~

## **5.0 PROCEDURES**

### **5.6 Oversight Function of Graduate Council**

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

**5.6.1.1** Formal approval of appointments to the graduate faculty;



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- ~~5.6.1.2 Formal approval of college/school criteria for graduate faculty;~~
- ~~5.6.1.3 Formal approval of all new graduate program proposals as part of the university curriculum process;~~
- ~~5.6.1.4 Formal approval of all substantive and non-substantive graduate program change proposals;~~
- ~~5.6.1.5 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;~~
- ~~5.6.1.6 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;~~
- ~~5.6.1.7 Consultation regarding the needs of graduate programs;~~
- ~~5.6.1.8 Mentoring of faculty and departments developing new graduate degrees or certificates;~~
- ~~5.6.1.9 Establishment of committees, as needed, to further graduate education;~~
- ~~5.6.1.10 Completion of special assignments, as directed by the Director of Graduate Studies; and~~
- ~~5.6.1.11 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.~~

### ~~5.7 Appointments to Graduate Faculty~~

- ~~5.7.1 Applicants for graduate faculty status shall complete and sign a *Graduate Faculty Application Form* and submit it to their current department chair.~~
- ~~5.7.2 The department chair shall review and approve or disapprove the application and submit it to the dean.~~
- ~~5.7.3 The dean shall review and approve or disapprove the application. Approved applications shall be sent to Graduate Council for review.~~
- ~~5.7.4 Graduate Council shall review and approve or disapprove the application. Graduate Council may also request additional information before making a decision. The Director of~~



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~~Graduate Studies shall notify the applicant, department chair, and college/school dean of the decision taken by Graduate Council.~~

~~5.7.5 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.~~

~~5.7.5.1 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.~~

~~5.7.6 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.~~

### ~~5.8 Appointments to Graduate Council~~

~~5.8.1 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.~~

~~5.8.2 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.~~

~~5.8.3 Graduate Council meetings shall be held during the academic year as determined by the Director of Graduate Studies.~~

### ~~5.9 Review of Graduate Faculty Requirements~~

~~5.9.1 Graduate faculty in each college/school shall review and approve graduate faculty eligibility requirements for teaching, scholarship, and service every three years.~~



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~~5.9.2 The Director of Graduate Studies and Graduate Council shall review and approve college/school graduate faculty requirements every three years.~~

### ~~5.10 Review of Graduate Faculty Status~~

~~5.10.1 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.~~

~~5.10.2 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.~~

~~5.10.3 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.~~

~~5.10.4 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.~~

### ~~5.11 Advisory Committee Members Not Employed by the University~~

~~5.11.1 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.~~

<b>POLICY HISTORY</b>		
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



**POLICY 655 EXECUTIVE SUMMARY**

<b>Policy Number and Title:</b> 655 Graduate Faculty	
<b>Date:</b>	January 28, 2025
<b>Sponsor:</b>	Wayne Vaught
<b>Steward(s):</b>	Jim Bailey
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	Revision
<b>Policy Office Editor:</b>	Amanda Cooke
<b>Embedded Attorney:</b>	N/A

**Issues/Concerns (including fiscal, legal, and compliance impact):**

Updates to this policy will address these issues:

- Some individuals are confused with the differences between full and associate professors and full and associate graduate faculty.
- Graduate faculty minimum qualifications vary widely among colleges/schools at UVU.
- The graduate faculty applications process includes approvals by individuals who may not be familiar with graduate faculty criteria.
- There is a need to clarify whether non-tenured/tenure-track faculty can serve in graduate program service roles.

**Suggested Changes:**

- 1) Eliminate the three categories of graduate faculty and replace those categories with only two categories: academic graduate faculty and professional graduate faculty.
- 2) Develop and focus on minimum uniform graduate faculty qualifications for the entire university. These qualifications will be based on initial preparation (master or doctorate degree) and currency (recent scholarly or artistic activities or work experience outside the University).
  - a) As graduate program supervisors, allow graduate program directors access to graduate course SRIs of graduate faculty teaching in their graduate program to evaluate graduate teaching effectiveness and to recommend faculty to teach specific graduate courses;





- b) Eliminate service criteria; |
  - c) Eliminate college/school graduate faculty criteria requirements and replace them with university-wide criteria;
  - d) Allow graduate programs to adopt more stringent criteria for their graduate faculty, if desired; this criteria would be managed at the graduate program level.
- 3) Since they are more familiar with graduate faculty criteria, graduate program directors should recommend approval of graduate faculty applications instead of department chairs and deans.
- 4) Reevaluate and possibly redefine duration of graduate faculty appointment.
- 5) Graduate Council members shall be tenured or tenure-track graduate faculty.
- 6) State whether non-tenure track graduate faculty are permitted to work in graduate program service roles.

**Requested Approval from President's Council:** Bundle Policy 658 with Policy 655 and enter Stage 2 for both policies.

**Proposed Drafting Committee:** Jim Bailey, Laurie Sharp, Michelle Bastian, Jeff Peterson, Mohamed Lotfy, Nicole Gearing

**Target Date for Stage 1 Draft to Enter Stage 2:** 2/13/2025

**Target Date for Board of Trustees Review:** 6/18/2025



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

**EQUITY ASSESSMENT COMMITTEE (EAC) FORM**

**Policy Number and Title:** 655 Graduate Faculty

**Sponsor:** Wayne Vaught  
**Steward(s):** Jim Bailey  
**EAC Review:** TBD  
**Owner Review:** TBD

**UVU Scope (Groups Impacted):**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Adult learners</li> <li>Age (40+)</li> <li>Color</li> <li>First-generation student status</li> <li>Individuals with apparent or non-apparent disabilities</li> <li>National origin and citizenship status</li> </ul> | <ul style="list-style-type: none"> <li>Pregnancy, pregnancy-related conditions</li> <li>Race and ethnicity</li> <li>Religion, spirituality, and worldviews</li> <li>Sex, gender identity, and gender expression</li> <li>Sexual orientation</li> <li>Socioeconomic status</li> <li>Veteran status (including uniformed military status)</li> </ul> |
|---|--|

*Note: This form is for internal use only by the EAC and policy owners (sponsors, stewards, and coordinators). This form captures general equity concerns and those that impact the specific groups listed. This form will accompany the Stage 2 draft.*

Section	Groups Impacted	General Equity	Equity Concern	Recommendation	Policy Owner Proposed Solution



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

<b>SUMMARY OF COMMENTS (STAGE 2)</b>			
<b>Policy Number and Title:</b> 644 Graduate Faculty			
<b>Sponsor:</b>	Wayne Vaught		
<b>Steward(s):</b>	Jim Bailey		
<b>UVUSA</b>	<b>Academic Affairs Council</b>	<b>Faculty Senate</b>	<b>PACE</b>
Date Presented: _____	Date Presented: _____	Date Presented: _____	Date Presented: _____

*Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)*

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response