

## **OP 6 Graduate Faculty AASOPs**

**OP 6.1. Timing of Applications for Graduate Faculty Membership.** While, if necessary, applications for graduate faculty membership may be submitted at any time, the following guidelines are typical:

- a. For Special Faculty, the application process will coincide with hiring and subsequent appointment.
- b. For Tenure-Track Faculty, the application process is automatic and shall coincide with hiring. Subsequent renewals take place during tenure and promotion (typically the 6<sup>th</sup> year of employment), and every 5 years thereafter.
- c. For Tenured Faculty, the application process shall coincide with promotion and/or post-tenure review, unless a special need arises for membership in the interim.
- d. For Tenured Faculty holding an administrative appointment and not subject to PTR, they shall be eligible to apply every five (5) years.

## **OP 6.2 Application for Graduate Faculty Membership.**

**OP 6.2.1 Tenure-Track and Tenured Faculty:** Newly hired tenure track/tenured faculty become a member of the graduate faculty at the point of hire, no additional application process for membership is required. To ensure the Graduate Faculty status is granted the hiring Dean must include as part of the Dean's Recommendation this request for graduate status. The graduate faculty request shall be forwarded to the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies

**OP 6.2.2 Special Faculty and Faculty Members Seeking Affiliate Status:** For Special Faculty seeking graduate faculty membership and faculty members who may require affiliate status, the Department Chair (or equivalent School/Libraries) shall forward the signed Graduate Faculty Nomination form along with a current *Curriculum Vita* and a brief letter summarizing evidence of engagement in graduate education and research during the last five years to the Dean of the Academic College/School/Libraries for approval. Once approvals have been attained at department and college/school/libraries, the recommendation is forwarded to the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies

**OP 6.3 Faculty members seeking review and renewal of appointment as a member of the Graduate Faculty.** Renewals of all graduate faculty appointments require the faculty member to submit the following to their Department Chair: A completed application form; and a cover letter summarizing evidence of engagement in graduate education and research in the last five (5) years, including specifically the following: (a) evidence of effective teaching and mentoring at the graduate level; or evidence of potential for effective teaching and mentoring at the graduate level; and (b) evidence that the faculty member is staying current in the discipline.

**6.3.1 Review of Graduate Faculty Applications by the APT Committee.** Once materials are submitted by the faculty member, the Department Chair shall forward the materials to either the APT Committee Chair or the PTR Committee Chair depending on the type of review the faculty member is undergoing. The respective committee shall meet to consider the application and then forward their recommendation to the Department Chair.

**6.3.2 Chair and Dean Consideration of Application.** Upon receipt of the APT or PTR Committee's recommendation, the Department Chair shall review all materials and provide an independent recommendation. The Department Chair shall forward either the APT or PTR Committee's recommendation and the Department Chair's recommendation to the Associate Vice Provost and Dean of the Cratis School of Graduate Studies who shall inform the applicant of the final decision in a timely manner.

**OP 6.4 Removal of Graduate Faculty/Affiliate Graduate Faculty Membership.** Graduate Faculty or Affiliate Graduate Faculty membership may be removed (separate from the conclusion of an appointment) by the following process.

**OP 6.4.1 Removal for Failure to Maintain Requirements of the Position.** A faculty member's Graduate Program Director or Department Chair, as well as the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies, can initiate removal of a faculty member from the Graduate Faculty for failure to maintain the requisite requirements of the position (see *Faculty Handbook* 6.1.2).

**6.4.1.1 Initiation of a Removal.** Removals initiated by the Graduate Program Director or Department Chair, should be in the form of a memorandum from the Department Chair (or from the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies if the faculty member is the

Department Chair) to the APT Committee Chair. A memorandum from the Graduate Dean shall be copied to the Department Chair. That memorandum shall outline the reason(s) for removal and any relevant supporting evidence.

**6.4.1.2 Calling of APT Committee Meeting.** At the same time as the memorandum is sent (or received in the case of the Department Chair), the Department Chair shall call a meeting of the APT Committee.

**6.4.1.3 Recommendation of the APT Committee.** The APT Committee shall meet in accordance with the procedures in OP 7.3 of *Academic Affairs Standard Operating Procedures* to consider the memorandum and any supporting evidence, and make a recommendation regarding the removal of the faculty member. The APT Committee Chair shall forward that recommendation and the original memorandum to the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies.

**6.4.1.4 Graduate Dean Decision.** The Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies shall determine if removal of the faculty member is warranted or if some intermediate step (i.e. time to rectify an issue such as lapsed certification) might be implemented. The decision of the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies is final, although the faculty member may grieve any conditions imposed or removal according to the provisions of OP 9.7 of *Academic Affairs Standard Operating Procedures*).