

## **MEMBERSHIP IN THE GRADUATE FACULTY OF THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA**

In support of continuing high quality graduate education at The University of Tennessee at Chattanooga and in recognition of accreditation standards, the following policy for a graduate faculty has been adopted.

In terms consistent with the mission of this University, this policy defines a graduate faculty, describes the criteria for membership in the faculty, and articulates the process by which individual selection is made. This document should be periodically reviewed by members of Graduate Council.

### A. Definition

UTC faculty may apply for membership in the Graduate Faculty under one of three categories: *full associate*, and *special*. Graduate Faculty may teach graduate courses and undertake other responsibilities, as described below. The Faculty Council, which elects two At-Large members to the Graduate Council, retains the right to determine the qualifications for those members.

#### 1. Full Membership

Full members of the Graduate Faculty may teach graduate courses, direct theses, and serve on thesis committees; and they are eligible for elections to the Graduate Council.

#### 2. Associate Membership

Associate members of the Graduate Faculty may teach graduate courses, may serve on thesis committees, and are eligible for election to the Graduate Council, but are not eligible to direct theses. Membership in this category is provided for individuals who do not meet the criteria for full membership.

#### 3. Special Membership

Special members may teach specific graduate courses or serve on specific thesis committees. Special membership status of the Graduate Faculty may be granted to regular, visiting, or adjunct faculty of the University who have special academic expertise or professional experience and who demonstrate competence in a particular course of instruction but who otherwise do not meet the criteria for full membership.

### B. Criteria for Full Membership

The criteria of selection are designed to advance the specific programs of the University, and it is expected that participating departments will periodically review the selection criteria.

#### 1. Terminal degree or the equivalent in the discipline or demonstrated competence in the teaching area.

The responsibility for interpreting the application of this criterion to graduate teaching will be based upon recommendation to the Provost emanating from recommendation to appoint by the faculty search committee in the faculty of the academic unit, with the approval of the head, the Dean of the college, and the Dean of The Graduate School. Periodically the Graduate Council will review and advise participating units on matters of quality and criteria.

#### 2. Evidence of ongoing scholarly and professional work.

Graduate Faculty must have maintained active and recent scholarship in fields of expertise. While research and scholarly production may be defined differently in each discipline or academic competence, the following guidelines are relevant:

- a. The activity involves a studious inquiry or examination.
  - b. The activity seeks to discover and interpret new concepts, theories, laws, facts, relationships, or Perceptions OR the activity seeks to propose new applications of them.
  - c. The results of scholarship and other professional production are in a form accessible to peer review, depending upon the mode of scholarly production. For example, in the performing arts, there may be a provision for formal, public, peer evaluation. In other disciplines, there may be a provision for peer evaluation of products such as archival or published research, presentations before professional societies, licensure and certification, or significant consulting activity.
3. Documented commitment to graduate education

Evidence for commitment to graduate education may have been demonstrated at this University or at another institution by activities such as the following:

- teaching graduate classes
- directing research projects and theses
- serving on Graduate Council, if selected
- serving on Graduate Council committees, if designated
- advising graduate students
- serving as a graduate program coordinator
- developing graduate programs and courses
- participating in graduate recruitment activities
- developing research facilities

Demonstration of a commitment to graduate education by new members of the faculty in the first year of hiring may be determined in the interview.

### C. Process of Designation, Continuation, and Appeal

#### 1. Process of designation

- a. Upon initial adoption of this policy at UTC, those members of the current faculty who have been teaching graduate courses with some frequency and performing the duties of an operating graduate faculty, will, at the recommendation of the department head and the dean of the academic unit, with recommendation by the Graduate Council and Dean of the Graduate School, and with the approval of the Provost and the Chancellor, be designated Full Members, with subsequent review according to the "process of continuation, as specified below.
- b. After the initial designation of a Graduate Faculty, the process of designation to the Graduate Faculty will
  - i. originate with the individual, or the coordinator of the program, and the graduate faculty of the instructional unit in a process that will
  - ii. include the recommendation of the head;
  - iii. proceed through review and recommendation by the dean; and, in typical cases,
  - iv. be recommended by a "membership committee" of the Graduate Council, and will be recommended to
  - v. Graduate Council which in turn will recommend to
  - vi. the Dean of The Graduate School, who will recommend to
  - vii. the Provost, who, with acceptance of the recommendations accompanying the process, will make the appointment by letter.

NOTE: In some cases--typically in instance of trans-disciplinary research and teaching and in interdisciplinary research and teaching where there may be no single departmental discipline to advocate the appointment--the Dean of the college or the Dean of The Graduate School may initiate the process. He or she will submit the case for approval by the graduate faculties of the program(s) concerned with the projected research and teaching, after which the normal process will be followed.

- c. In the event that a new faculty member is hired with graduate teaching responsibilities, status in the Graduate Faculty may be awarded at the time of appointment, for a period of two years. It is advisable that, where possible, the program coordinator be involved in designating a graduate faculty member.
- d. In emergency circumstances, a temporary appointment may originate with the recommendation of the concerned unit of instruction, the Dean of the college, and the Dean of the Graduate School. Upon this action, the Dean of the Graduate School may recommend a one-semester exemption to the normal process, which will require a temporary appoint by the Provost.
- e. In none of the provisions for membership in a Graduate Faculty is there the presumption that membership is perpetual or that nay faculty ahs a contrac6tual right or obligation to teach graduate courses without the normal provisions for review and renewal.

## 2. Process of continuation

The process of continuation varies somewhat according to the three categories of membership.

- a. For faculty holding Full Membership, credentials are reviewed at the time of initial appointment and every five years thereafter.
- b. For faculty holding Associate Membership, status is reviewed every three years for continuation as an associate member or for acceptance as full members. At the request of an associate member, his or her status may be reviewed for acceptance as a full member at any time when a change in circumstances warrants such change in designation.
- c. For faculty holding special Membership, appointments will be reviewed after two years and may be renewable.