



**SON OP: 20.070 Graduate Faculty Status Policy**

**PURPOSE:** The purpose of the Graduate faculty status for the Anita Thigpen Perry School of Nursing (SON) is to outline policies and procedures specific to the maintenance and biannual review of the structure for the elements of criteria, rights and responsibilities, and processes associated with Graduate Faculty Status.

**REVIEW:** This section of the handbook shall be reviewed by the Dean, Leadership Council, and Faculty Affairs Committee by September 1<sup>st</sup> on odd-numbered years.

**POLICY/PROCEDURE:**

**1.0 Policy**

The Graduate Program Committee is responsible for initial and renewal appointments for faculty voluntarily seeking Graduate Faculty Status. Graduate Faculty Status aligns SON faculty members with comparable levels at other schools and universities.

Graduate Faculty Status is a voluntary designation that recognizes SON faculty members' contributions to the SON through areas of scholarship, research, teaching (education), clinical service, or creative activities as well as advising and mentoring graduate students in programs of study and research projects. Individuals that are non-SON faculty members may elect to pursue Graduate Faculty Status in accordance with the criteria outlined below.

**2.0 Procedure**

**2.1 Levels of Appointment**

2.1.1: Full Status – individuals with a terminal degree and who may serve as course facilitator in any of the SON programs.

2.1.2: Associate Status – individuals who may teach in any of the SON programs.

**2.2 Appointment Criteria**

Eligible SON faculty members are those who:

2.2.1: possess an earned doctorate or recognition for substantive and distinctive contributions to the discipline involved;

2.2.2: possess evidence of scholarship, creative productivity, and current interest or involvement in research, teaching, or clinical service; and

2.2.3: demonstrate successful experience in and commitment to clinical and didactic teaching, advising, and/or directing master's or doctoral level students.

Other individuals (non-SON faculty) eligible for appointment are those

2.2.4: highly qualified professionals with terminal degrees;



Faculty **Handbook**

**Operating Policy and Procedure**

2.2.5: highly qualified professionals without terminal degrees but have substantive and distinctive contributions to the discipline involved.

2.3 Rights and Responsibilities – Full Graduate Faculty Status

2.3.1: Advise masters and/or doctoral students on program of study.

2.3.2: Teach and/or serve as instructor of record in masters and/or doctoral level courses offered by SON.

2.3.3: Direct and/or engage students in research projects, creative activities and community related projects.

2.3.4: Serve as advisor or member Capstone Project Committees or other TTU/TTUHSC Doctoral Dissertation Committees or Masters Thesis.

2.3.5: Participate as appropriate in admission/progression processes for respective graduate programs.

2.3.6: Conduct peer review of applicants seeking appointment as Graduate Faculty.

2.3.7: Participate in ongoing scholarly research, teaching (education), clinical service, or creative productivity.

2.4 Rights and Responsibilities – Associate Graduate Faculty Status

2.4.1: Advise masters and/or doctoral students on program of study.

2.4.2: Guide students in research projects, creative activities and community related projects.

2.4.3: Serve as member on Masters Thesis or Capstone Project Committees.

2.4.4: Participate in scholarly research, teaching (education), clinical service, or creative productivity.

2.5 Peer Review Process

Graduate Faculty Status designation processes for either Full or Associate status incorporate peer review from individuals with similar or high status.

Potential applicants are informed of the policy and process for graduate faculty designation by the respective department chair and/or faculty development coordinator.

As a peer review process, materials submitted for review and resulting from the review are confidential and not returned to the faculty member.

Applicants seeking designation submit an application for Graduate Faculty Appointment, submit specified attachments, and submit supporting documentation of fulfilling appointment criteria to the Chair of the Graduate Program Committee (GPC). Applicants may submit the application without regard to any deadline.



The GPC Chair appoints a subcommittee of at least three individuals holding the similar or higher status. The subcommittee, after electing a chair, reviews the supporting documents and deliberates on the applicant's status. Status outcomes include one of the following:

- A) Recommend applicant for Full Graduate status,
- B) Recommend applicant for Associate Graduate status, or
- C) Withhold recommendation of applicant for graduate status

Upon conclusion, the ballot(s) from the subcommittee is (are) returned to the GPC Chair.

Upon receipt of affirmative recommendations by the subcommittee, the GPC Chair places the item on the agenda for the next regularly scheduled GPC meeting. The GPC Chair also notifies the respective department chair of the subcommittee's recommendation.

The respective department chair forwards the recommendation to the Dean of the ATP SON, who notifies the applicant in writing of the final recommendation (either approved or not approved). Copies of the notification letter are included in the faculty member's file in the Dean's Office. If status is approved, full or associate, a copy of the respective rights and responsibilities is included in the correspondence.

In the event the subcommittee returns a non-affirmative recommendation, the GPC Chair, along with the respective department chair, may consult with the applicant. Possible outcomes include:

- A) The application may be tabled while requesting additional information;
- B) The applicant may voluntarily withdraw the application; or
- C) The applicant acknowledges the non-affirmative recommendation.

## 2.6 Term of Appointment

All SON Graduate Faculty designations automatically expire at the end of the academic year every five years (e.g., 2005, 2010, 2015, etc). Therefore, appointment letters indicate the date of expiration.

## 2.7 Reappointment

***On April 1 (or the first working day), of the year that all designations expire (e.g., 2005, 2010, 2015, etc), the GPC Chair notifies all faculty members of the need to seek reappointment for an additional 5-year term.***

***Between April 1 and August 31, faculty members submit the Graduate Faculty Reappointment Form and current school formatted academic CV to the GPC Chair.***

***The GPC Chair initiates the peer review process outlined in Section 2.5.***

## 2.8 Administrative Records

Administrative records and documents related to Graduate Faculty Status peer review process are maintained by the Graduate Program Coordinator.



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Graduate Faculty Initial Appointment/Reappointment Form

Candidate's name and credentials: \_\_\_\_\_

\_\_\_\_ Verification of doctoral degree having been awarded (on file in the Dean's office)

\_\_\_\_ Vitae attached

\_\_\_\_ Recommend Graduate Faculty Status Designation

\_\_\_\_ Do **not** recommend Graduate Faculty Status Designation

Specific areas requiring confirmation: \_\_\_\_\_

\_\_\_\_\_

Action(s) recommended: \_\_\_\_\_

\_\_\_\_\_

Reappointment

\_\_\_\_ Vitae attached

\_\_\_\_ Recommend reappointment to graduate faculty status designation

\_\_\_\_ Do not recommend reappointment to graduate faculty status designation

Specific areas requiring confirmation: \_\_\_\_\_

\_\_\_\_\_

Action(s) recommended: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Chair of Graduate Faculty Status Special Committee

\_\_\_\_\_  
Date

Developed:GPC:sh 02-10-03

Approved:GFM:sh 03-10-03