PURPOSE: The purpose of the Graduate Faculty status policy is to delineate the Graduate Faculty designation process.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even-numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE:

1.0 Policy

The members of the Graduate Program Council are responsible for the designation of faculty 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, and/or DNP 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 Appointment Designations

2.1.1: Graduate Faculty status – individuals with a terminal degree and who may serve as course faculty in any of the SON programs.

2.1.2: Associate Graduate Faculty status – individuals with a terminal degree who serve as SON adjunct faculty, or are recognized scholars who may not hold a faculty appointment at the SON.

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.

2.2.4: Are highly qualified professionals with terminal degrees;

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

2.3 Rights and Responsibilities – Graduate Faculty status

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

2.3.2: Teach and/or serve as course facilitator in master and/or doctoral level courses offered by SON.

2.3.3: Direct and/or engage students in projects, which include research, quality improvement, program development, other scholarly projects, and creative activities and community-related projects.

2.3.4: Serve as a DNP Project Advisor (SON faculty only) or member of other TTU/TTUHSC Doctoral Dissertation Committees or Master’s 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, upon appointment by the Graduate Program Council.

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 a program of study.

2.4.2: Guide students in projects, which include research, quality improvement, program development, other scholarly projects, and creative activities and community-related projects.

2.4.3: Serve as a DNP Project Advisor (SON faculty only) or member of Master’s Thesis or Capstone Project Committees.

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

Individuals seeking either Graduate Faculty status or Associate Graduate Faculty status are peer-reviewed by faculty with Graduate Faculty status designation.

2.5.1: Potential applicants are informed of the policy and process for graduate faculty designation by the respective department chair. As a peer review process, materials submitted for review and resulting from the review are confidential and not returned to the faculty member.

2.5.2: Applicants may submit the application at any time to the Chair of the Graduate Program Council.

2.5.3: Applicants seeking designation submit an application for Graduate Faculty Appointment, submit specified attachments, and submit supporting documentation of fulfilling appointment criteria to the Graduate Program Council Chair.

2.5.4: The Graduate Program Council Chair appoints a subcommittee of at least three individuals holding similar or higher rank, all with Graduate Faculty status designation. 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 Graduate Faculty status,
B) Recommend applicant for Associate Graduate Faculty status, or
C) Withhold recommendation of applicant for Graduate Faculty status

Upon conclusion, the recommendation from the subcommittee is returned to the respective associate dean/department chair.

2.5.5: The respective associate dean/department chair forwards the recommendation to the SON Dean, 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 the status is approved, Graduate Faculty or Associate Graduate Faculty, a copy of the respective rights and responsibilities is included in the correspondence.

In the event the subcommittee returns a non-affirmative recommendation the respective associate dean/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

2.6.1: SON Graduate Faculty status and Associate Graduate Faculty status designations remain effective during active employment in the SON.

2.7 Administrative Records

Administrative records and documents related to Graduate Faculty status peer review process are maintained by the SON Dean’s Office.

Developed: VGM:sh 02-10-03; Approved: GFM:sh 03-10-03; Revised: MAH/RH: 12/09/08; Approved: FAM:sh 05-11-09
Graduate Program Council 10/10/2022