



Graduate Faculty Status

Appointment to the Graduate Faculty recognizes faculty credentials and significant scholarly accomplishments. At each level of Graduate Faculty status, certain opportunities and responsibilities are conferred. Under most but not necessarily all circumstances, graduate courses are taught by members of the graduate faculty. Department heads assign faculty to teach graduate courses based on SACSCOC criteria. Graduate Faculty status provides the faculty member with the opportunity to participate in the graduate program beyond classroom teaching.

Appointments to the Graduate Faculty are made in accordance with the following policies:

1. To be eligible for Graduate Faculty status, a faculty member must be SACSCOC qualified in the teaching discipline. That is, for working at the graduate level, the faculty member must have an earned terminal degree in the teaching discipline or related discipline (see https://www.southeastern.edu/admin/hr/ee_and_mgr_info/manager_information/sacs_criteria/index.html).

Eligibility for Graduate Faculty status does not guarantee appointment to the Graduate Faculty.

2. Appointment to the Graduate Faculty may be at one of the following levels:
 - a. Associate Graduate Faculty. Members must have the appropriate terminal degree for his/her teaching discipline and must be employed at the rank of assistant, associate, or full professor. Associate membership allows the faculty member to teach graduate courses and serve on master's thesis, doctoral dissertation, and other culminating requirement evaluation committees. Associate members may not direct master's/doctoral students or serve on Graduate Council. Appointment will be made for five (5) years.

- b. Full Graduate Faculty. Members must have the appropriate terminal degree for his/her teaching discipline; must be employed at the rank of assistant, associate, or full professor; and must have a consistent record of significant scholarly activities. Typically such activities are evidenced by peer-reviewed publications such as papers in respected professional journals, books published by scholarly presses, chapters in books published by scholarly presses, and/or creative works disseminated in appropriate venues. Because the nature of scholarly activities and dissemination venues varies among academic disciplines, each department and college must have guidelines to define significant scholarly activities for the relevant discipline(s). The guidelines must be agreed upon by a majority of the faculty in the department eligible for Graduate Faculty status, the department head, and the dean of the academic college.

Tenured full members of the Graduate Faculty may serve on Graduate Council.

Full members who have a terminal degree and have directed two graduate students (Master or Doctorate) through completion of a degree may serve as a major professor/advisor of the doctoral dissertation research. The faculty member must have overseen the two graduate students at an institution with accreditation recognized by the Council for Higher Education. Serving as a major professor for two graduate students at an accredited university will qualify an individual joining Southeastern faculty for full membership.

Full members who have not directed at least two graduate students through to completion of a degree may direct a doctoral student; however, a full member having met these requirements should serve as a co-major professor.

Appointment to Full Graduate Faculty status will be made for five (5) years.

- c. Time-Limited Graduate Faculty. Graduate faculty status may be conferred by the academic dean of the college based on unique qualifications and circumstances and as recommended by the appropriate department and college. Appointment may be made for up to three (3) years and is renewable.

3. The appointment process will consist of the following steps:

- a. The faculty member will initiate the nomination in his/her academic department with an application submitted to the department head. The application packet will include appropriate graduate school forms (see http://www.selu.edu/acad_research/programs/grad_school/forms/index.html), curriculum vita, and documentation of SACSCOC credentials.
- b. The department head will route the application packet through an approved departmental recommendation process, as determined collaboratively by the faculty and department head (e.g., faculty committee and department head review and recommendation process; department head review and recommendation process). Recommendations must be based on written department guidelines regarding expected requirements for appointment and maintenance of Graduate Faculty status at the various levels of appointment. These guidelines must be agreed upon by a majority of the faculty in the department who are eligible for Graduate Faculty status, the department head, and the dean of the college; reviewed by the Graduate

Council; and approved by the academic dean, whose decision will be based on the relevant department and college guidelines.

- c. In cases in which the result of the approved department review process is to recommend approval of a nominee for graduate faculty status, the department head will submit under his/her signature the nomination along with application packet to the Graduate Council. Upon recommended approval by the Graduate Council, the application packet is forwarded to the academic dean for approval. If the nomination is denied by the academic dean, the process is stopped, and an explanation of the denial is provided to the department head. If the recommendation is approved, graduate faculty status is achieved. The college dean's recommendation must be based on written college guidelines as well as the relevant department's guidelines regarding expected requirements for appointment and maintenance of Graduate Faculty status at the various levels of appointment. The college guidelines must be agreed upon by the majority of the college faculty eligible for Graduate Faculty status and department heads and approved by the college dean. The final decision to grant Graduate Faculty status will reside with the academic dean, whose decision will be based on the relevant department and college guidelines.
- d. Upon completion of a Graduate Faculty term (5 years for associate and full membership; 3 years for time-limited membership), a faculty member's status may be reviewed for reappointment to the Graduate Faculty, in accordance with the relevant approved department and college guidelines.

In the case of interdisciplinary programs or college-based as opposed to department-based graduate program structures, case-by-case modifications to the above appointment process steps may be made as appropriate and as approved by the relevant department faculty, department heads, and college dean(s).