



THE UNIVERSITY of  
NEW ORLEANS

ADMINISTERED BY: Office of Vice  
President for Academic Affairs

Policy No: AP-AA-07.2  
TITLE: Graduate Faculty  
EFFECTIVE DATE: July 1, 2014  
CANCELLATION:  
REVIEW DATE: Fall 2017

#### PURPOSE

To set forth criteria and policies related to membership on the Graduate Faculty.

#### AUTHORITY

*Part Two, Chapter III, Section I of the Bylaws and Rules of the University of Louisiana System.*

#### OBJECTIVE

To ensure that faculty who have academic responsibility in programs leading to graduate degrees are qualified to assume those responsibilities.

#### GENERAL POLICY

The stature of UNO's graduate programs begins with the quality of its Graduate Faculty. Only through the Graduate Faculty credentialing process can the university assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Such competence is characterized, in part, by teaching graduate courses, directing the work of graduate students, conducting one's own continuous program of research and publication, and participating in the governance and/or administration of graduate programs at the department, college or university level.

The University of New Orleans recognizes three levels of membership on the Graduate Faculty: Full, Associate, and Affiliate.

**Full Graduate Faculty** may teach 5000-level and above courses, serve on master's and doctoral committees, chair master's thesis and doctoral dissertation committees, and serve on the Graduate Council. To serve as chair of a doctoral dissertation committee, a Full member should have chaired at least three master's thesis committees or co-chaired two dissertation committees through the oral defense either at UNO or elsewhere.

The criteria for appointment to Full Graduate Faculty status are:

1. An earned terminal degree in the candidate's field. A doctoral degree is required to serve on a Ph.D. committee.
2. The rank of Associate Professor or Full Professor
3. Scholarly Work: Evidence of sustained engagement in the member's academic field as evidenced by refereed publications or presentations, contracts or grant funding, and/or creative works that demonstrate peer recognition of competence in the field. A minimum of 3 activities within this category since the last graduate faculty appointment is required.
4. Teaching/Training: Active participation in graduate education such as teaching graduate courses, serving on graduate committees, and other activities relevant to the training of graduate students. A minimum of 3 activities within this category since the last graduate faculty appointment is required.
5. Service: Demonstration of service to the university such as service on departmental, college or university committees or outreach to the community that is relevant to the member's professional expertise and mission of the university.
6. Faculty requesting Full membership must meet the minimum requirements within each of the 3 domains of teaching, research, and service.
7. Favorable Evaluation from the department's graduate faculty, Chair, and Dean is required.

Full members will be appointed for six-year terms. At the end of each term, the member must either renew Full membership, seek a lower graduate faculty status, or remove him- or herself from the Graduate Faculty. If at any time the individual's rank or status changes to non-tenure earning, the individual forfeits Full membership and may apply as an Affiliate member.

Associate Graduate Faculty will automatically receive an appointment to Full graduate membership upon promotion to full professor.

**Associate Graduate Faculty** may teach 5000-level and above courses, serve on master's and doctoral committees, chair master's thesis or doctoral dissertation committees, and serve on the Graduate Council. To serve as chair of a doctoral dissertation committee, an Associate member should have served on several master's thesis committees, chaired master's thesis committees or co-chaired two or more dissertation committees through the oral defense either at UNO or elsewhere.

The criteria for appointment to Associate Graduate Faculty status are:

1. An earned terminal degree in the candidate's field. A doctoral degree is required to serve on a Ph.D. committee.
2. The rank of Assistant Professor, Associate Professor or Full Professor.

3. **Scholarly Work:** Evidence of sustained engagement in the member's academic field as evidenced by refereed publications or presentations, contracts or grant funding, and/or creative works that demonstrate peer recognition of competence in the field. A minimum of 2 activities within this category since the last graduate faculty appointment is required.
4. **Teaching/Training:** Active participation in graduate education such as teaching graduate courses, serving on graduate committees, and other activities relevant to the training of graduate students. A minimum of 2 activities within this category since the last graduate faculty appointment is required.
5. **Service:** Demonstration of service to the university such as service on departmental, college or university committees or outreach to the community that is relevant to the member's professional expertise and mission of the university.
6. Faculty who only meet requirements within two of the three domains may be appointed to Associate membership provided that one of the satisfactory domains is scholarly work.
7. Favorable evaluation from the department's graduate faculty, Chair, and Dean is required.

Newly appointed tenure-track assistant professors are automatically appointed as associate members for three years. With a satisfactory third year review Associate membership will automatically renew for an additional 3 years or until the individual is tenured and promoted. With tenure and promotion, the individual is automatically reappointed for a three-year term. All subsequent appointments are for 3 years.

**Affiliate Graduate Faculty** may teach 5000- and above courses, serve on master's or doctoral committees, chair master's thesis committees (full-time faculty only), but may not chair a dissertation committee. In exceptional circumstances approved by the Graduate School, an Affiliate member may serve as co-chair of a dissertation committee. Affiliate Faculty may not serve on the Graduate Council.

The criteria for appointment to Affiliate Graduate Faculty status are:

1. Full- or part-time non-tenure track faculty who hold the highest degree in their field, or in the case of professional programs, hold the MFA, MBA, MPA or Masters in Arts Administration. These include, but are not restricted to, adjuncts; instructors; Professors of Professional Practice; Artists/Writers in Residence; and visiting assistant, associate or full professors.
2. **Scholarly Work:** an outstanding and sustained record of research and/or creative activities, or a minimum of five years of sustained accomplishments in their professional field.
3. **Teaching/Training:** Active participation in graduate education such as teaching graduate courses, serving on graduate committees, and other activities relevant to the training of graduate students.
4. **Service:** be actively involved in professional organizations related to their teaching appointment.

Affiliate members of the Graduate Faculty shall be appointed for a maximum of 3 years and may reapply an unlimited number of times. In rare cases, Affiliate status may be warranted if a newly-appointed tenure-track faculty has not completed the terminal degree. In such cases, the status is active for only one year.

#### **DEPARTMENT AND COLLEGE POLICIES AND PROCEDURES**

Each department and/or college will ensure that Graduate Faculty policies and procedures follow the criteria above for evaluating nominees to the Graduate Faculty. These revised or new policies and procedures must be approved by the Graduate Council, the Executive Director of the Graduate School, and the Provost/Vice President for Academic Affairs.

#### **PROCEDURE**

The procedure for nominating and evaluating applications for membership on the Graduate Faculty may be found in the procedures or bylaws of the Graduate Council.

A handwritten signature in black ink, appearing to read 'P. J. Fos', is positioned above the typed name.

Peter J. Fos, Ph.D., M.P.H.  
President  
University of New Orleans