



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs**

Policy No: AP-AA-07.4
TITLE: Graduate Faculty
EFFECTIVE DATE: July 1, 2014
(*Policy Review, see below)
CANCELLATION:
REVIEW DATE: Spring 2027

PURPOSE

To set forth criteria and guidelines for colleges 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 faculty. Only through the Graduate Faculty credentialing process can the university assure competence in the directing and counseling of graduate students and graduate courses. Such competence is characterized, in part, by teaching graduate courses, directing the work of graduate students, conducting one’s continuous program of research and publication, and participating in the governance and/or administration of graduate programs at the department, college or university level.

Graduate Faculty duties include teaching 5000-level and above courses, serving on master’s and doctoral committees, and chairing master’s thesis and doctoral dissertation committees. Academic Affairs sets minimum criteria and guidelines for appointment to membership on Graduate Faculty, but each college is responsible for establishing and implementing its specific requirements.

Minimum requirements for membership in the Graduate Faculty:

1. An earned terminal degree in the candidate’s field. In some rare instances, such as the case of an outstanding artist, or recognized experts, the terminal degree requirement may be waived in place of a non-terminal graduate degree and evidence of achievement that has received regional, national, or international recognition in the discipline. Regardless, the chair of a doctoral committee must hold doctoral degree.

2. Scholarly Work: Evidence of sustained engagement in the member's academic field as evidenced by refereed publications, contracts or grant funding and significant progress on related funded projects, and/or creative works demonstrating peer recognition of competence in the field. This requirement may be waived for the exception outlined above (see requirement #1).
3. Teaching/Training: Active participation in graduate education such as teaching graduate courses, developing new courses and curricula, serving on graduate committees, and other activities relevant to the training of graduate students.
4. Written approval from Dean of the college and AVP for Graduate School.
5. Newly appointed Assistant Professors are automatically added to the Graduate Faculty list for one term (3 years).
6. There is only one category of membership to the Graduate Faculty, a faculty is either a member or not.

Faculty are appointed for a three-year term. At the end of each period, the member's status will expire and requires renewal and written approval by the Dean and AVP for Graduate School. With the support of the department chair and dean, a faculty member who meets the minimum requirements may be approved by the Graduate School on an ad hoc basis to serve on a student's thesis or dissertation committee. They may not serve as a chair but could serve as a co-chair if the other chair is a UNO graduate faculty member.

DEPARTMENT AND COLLEGE ROLES AND RESPONSIBILITIES

The Dean of the college, in consultation with the department chairs and the AVP for the Graduate School, shall establish the college's process and procedures for membership to the Graduate Faculty. Departments and colleges are responsible for evaluating nominees for the Graduate Faculty and reporting result to the Graduate School.



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**Policy Updates:*
Revisions: 02/14/2024
01/19/2021