

**Andrew Young School of Policy Studies
Georgia State University
Policies for Graduate Faculty Designations**

I. PURPOSE

In compliance with the requirements set forth by the Southern Association of Colleges and Schools, the purpose of graduate faculty designation is to assure that 1) research-oriented graduate courses, theses and dissertations are taught/directed by faculty with current and disciplinary appropriate research skills and knowledge; and 2) that students in professional doctoral courses and completing dissertations of professional doctorates or applied masters' theses may have access to faculty that are actively contributing to the profession and have current knowledge and involvement in their profession. The following sections describe the criteria and procedures for the appointment of members to the designation of a) Graduate Research Faculty, b) Provisional Graduate Research Faculty, c) Graduate Professional Faculty and d) Provisional Graduate Professional Faculty. All requirements and duties described herein are supplemental to the general requirements, duties and procedures stated in the Georgia State University policy outlined in section 306.07 of the GSU handbook.

II. LENGTH OF APPOINTMENT

A. Graduate Research or Graduate Professional

- Five years
- Renewable with an application
- Renewable in the fall immediately following promotion/tenure or post tenure review

B. Provisional Research or Provisional Professional

- Up to five years
- Non-renewable (with rare exceptions—see the Exceptional Cases section)

III. CRITERIA FOR GRADUATE RESEARCH FACULTY AND GRADUATE PROFESSIONAL FACULTY

Graduate Research faculty:

- Must hold an appropriate terminal degree
- Must have an appointment at the assistant professor level or higher
- Must demonstrate current scholarly competence
- Must demonstrate effective graduate teaching
- Except in exceptional cases, be tenured or hold a tenure-track appointment.

A. Current scholarly competence for a Graduate Research faculty member means that he/she is presently an active, productive scholar or viewed by their discipline as a competent researcher. Evidence that a faculty member is an active and productive scholar can include:

- Published or forthcoming refereed articles in scholarly journals
- Published or forthcoming scholarly books
- Successful research grant applications
- Abstracts/presentations in scholarly conference proceedings
- Chapters in scholarly books
- Editorships of scholarly journals
- Serving on scientific advisory boards for a government organization
- Conducting peer reviews for scholarly journals or competitive grant proposals
- Other activities deemed appropriate by individual academic units

B. Examples of activities that suggest an effective teacher at the Graduate Research level include:

- Awards for outstanding teaching, which include graduate courses
- Student evaluations indicating graduate teaching competence
- Graduate student accomplishments (professional organization awards, thesis topic accepted for presentation at professional conference, etc.)
- Publications co-authored with graduate students
- Guidance of graduate students' research or capstone projects
- Innovations in course design or delivery
- Publications in the area of pedagogy
- Peer reviews of teaching
- Placement record of graduate students advised
- Course syllabi and assignments that require critical thinking and research skills
- Other activities deemed appropriate by individual academic units

C. Exceptional Cases

Academic units of the AYSPS may nominate other faculty members, such as NTT research faculty, lecturers, or retired faculty who have been rehired less than .5 FTE, who hold an academic appointment contract that is in compliance with requirements established by the appropriate accrediting bodies, to be considered for Graduate Research Faculty status by the AYSPS Graduate Committee, if 1) they hold the appropriate terminal degree or credentials in their field, and 2) meet the University and unit P&T manual evidence for "current scholarly competence" and the academic unit guidelines for Graduate Research Faculty. These exceptional cases must be approved through a Review Process (see further guidelines in the University Graduate Faculties [document](#)). Provisional Research Graduate Faculty status can be extended for two years in certain circumstances; for example, when a faculty member is on a tenure track and continues in their position in order to complete their seven year contract.

Graduate Professional faculty must:

- Hold an appropriate terminal degree
- Have an appointment at the clinical assistant professor level or higher
- Demonstrate she/he is actively contributing to the profession
- Demonstrate graduate teaching expertise

A. Current competence for a Graduate Professional faculty member means that he/she is presently an active, engaged and respected member of the profession. Evidence that a faculty member is an active and productive member of the profession can include:.

- Refereed articles in scholarly/professional journals
- Scholarly/professional books
- Successful research grant applications
- Abstracts/presentations in scholarly/professional conference proceedings
- Chapters in scholarly/professional books
- Editorial board members of scholarly journals
- Membership on professional boards
- Formal advisory position with a government or professional organization
- Delivering keynote speeches at professional conferences
- Consulting with professional organizations
- Other activities deemed appropriate by individual academic units

B. Examples of activities that suggest an effective teacher at the Graduate Professional level include:

- Awards for outstanding teaching, which include graduate courses
- Instructional innovation grant submissions
- Student evaluations indicating graduate teaching excellence
- Graduate student accomplishments (professional organization awards, thesis topic accepted for presentation at professional conference, etc.)
- Guidance of graduate students' research or capstone projects
- Innovations in course design or delivery
- Publications in the area of pedagogy
- Peer reviews
- Other activities deemed appropriate by individual academic units

IV. ELIGIBILITY FOR PROVISIONAL GRADUATE RESEARCH AND GRADUATE PROFESSIONAL FACULTY

A. Provisional status is for a term of up to five (5) years and is non-renewable. Faculty members in this designation are expected to apply for Full Graduate status as soon as feasible.

B. Criteria

1. Hold a minimum of .5 FTE
2. Provide evidence as an emerging scholar (See examples of scholarly activity under III.A and III.D)
3. Provide evidence of effective graduate teaching (if available)

V. Duties of Graduate Faculty AND Provisional Graduate Faculty

A. Graduate Research Faculty can:

1. Teach doctoral and master's research-oriented and other disciplinary or professional courses (as defined by the academic unit)
2. Serve as a chair, member, or reader of PhD dissertation committees
3. Direct research-oriented master's theses and applied projects

B. Graduate Professional Faculty can:

1. Teach non-research oriented courses in professional doctorate and applied master's programs
2. Serve as a chair, member or reader of dissertation committees for professional doctorates
3. Direct applied master's theses

C. Provisional Graduate Research Faculty can:

1. Teach doctoral courses and master's courses (as defined by the academic unit)
2. Serve as a member or reader of PhD dissertation committees and clinical doctorate applied projects
3. Direct research-oriented master's theses

D. Provisional Graduate Professional Faculty can:

1. Teach non-research oriented courses in professional doctorate and applied master's programs
2. Serve as a member or reader of dissertation committees for professional doctorates
3. Direct applied master's theses

VI. FACULTY WHO ARE NOT MEMBERS OF THE GRADUATE RESEARCH FACULTY

The AYSPS may designate faculty who are not Graduate Research Faculty to teach graduate courses which are not research-oriented doctoral or masters' courses. Such

designation must be in compliance with guidelines published by The Southern Association of Colleges and Schools and other discipline-specific accrediting agencies.

In exceptional cases the AYSPS may designate faculty who are not Graduate Research Faculty (e.g., faculty who are completing the terminal degree) to teach research-oriented courses and chair/direct research-oriented masters' theses and projects if appropriate for the discipline and the particular student.

A dissertation committee may include an individual who is not a member of the Graduate Research Faculty in order to include researchers and other professionals who may bring special expertise to the committee. This member may be the second or third committee member, or may be an extra member.

VII. PROCESS FOR GRADUATE FACULTY APPLICATION

Faculty requesting consideration for graduate faculty status should submit their applications to the chair of their academic unit's Graduate Program Committee during the call for graduate faculty applications. Application materials vary as follows based on the stage and/or level of graduate faculty status for which the applicant applies (initial application vs. application for renewal; provisional status vs. full status).

A. Initial Application

Faculty applying for graduate faculty status for the first time should provide a full application packet that includes the following materials:

1. Cover Sheet indicating request for graduate faculty. Indicate if the application is for graduate research or graduate professional review.
2. Current curriculum vitae.
3. Three (3) samples of scholarly work (published or accepted refereed journal articles, books, book chapters, invited papers, and grant submissions) published during the past five years. Only copies of the front material, which includes the publication source, author/s, and abstract/or introduction of the publication, should be submitted.
4. A list of all graduate courses taught over the past five years (including the semester and year and the course prefix and title).
5. Course evaluations documenting teaching effectiveness in graduate courses over the past five years (up to a maximum of the five (5) most recent courses).
6. A list of graduate committees chaired or served on over the past five years (including student name, thesis/dissertation title, and indication of position as chair or member of committee).

Faculty who have completed the terminal degree within the last five years may be considered for provisional graduate faculty status with the submission of items 1 through 3.

Faculty seeking full graduate faculty status at initial application should provide materials described in items 1 through 6.

B. Application to Graduate Faculty Status from Provisional Graduate Faculty Status

An appointment to provisional graduate faculty status is for a term of up to five (5) years and is not renewable. Faculty with provisional graduate faculty status may apply for full status at any time within the five-year provisional term. Faculty with provisional graduate faculty status applying for full graduate faculty status should provide a full application packet that includes the materials described in items 1 through 6 above (e.g., coversheet, current curriculum vitae, 3 exhibits of recent scholarly work, graduate level courses taught, graduate course evaluations, and a list of membership/leadership on graduate student committees).

C. Application for Renewal of Graduate Research Faculty Status

An appointment to full graduate faculty status is for a five-year term, which is renewable by re-application.

Faculty applying for renewal to full graduate faculty status should provide the coversheet and current curriculum vitae for review. A listing of graduate courses taught, with semesters/years delineated, as well as a listing of graduate committees served on, delineating semesters/years and position (i.e., member, chair), should accompany the vitae if this information is not clearly included within the vitae.

Upon the award of tenure or promotion to full professor, the five-year term of renewal for full graduate research faculty status will reset to coincide with the faculty member's post-tenure review period.

Upon approval of this policy, faculty who have been awarded tenure or promoted to Full professor within the last 5 years will automatically be awarded Graduate Research Faculty status, and their time clock for renewal set to begin at the date of their tenure or promotion to Full Professor.

Evidence of graduate teaching effectiveness (student course evaluations) is not needed for renewal.

D. Review, Recommendation, and Notification

Each unit's Graduate Program Committee will review applicants' materials during the semester of submission and, in consultation with the unit Chair/Director, recommendations for Graduate Faculty appointments will be made to the AYS Promotion and Tenure Committee. The AYS P&T Committee will review the unit recommendations and forward their decisions to the Dean of AYS. A recommendation will be provided to the Dean of the Andrew Young School of Policy Studies no later than six (6) weeks following the submission

deadline. Applicants will be provided with a copy of this recommendation to the Dean. A rationale for the committee's decision to not recommend graduate faculty status (includes provisional) should be provided in the recommendation letter. School recommendations will be forwarded by the Dean to the Provost/Vice President for Academic Affairs for final approval of the graduate faculty appointment. The Dean of the Andrew Young School of Policy Studies will provide notification of final appointment to the applicant.

Cover Sheet for Graduate Faculty Status Application
 ANDREW YOUNG SCHOOL OF POLICY STUDIES
 Georgia State University

Name: _____ Unit: _____

Application Request: **Graduate Research** OR **Graduate Professional**

Submission Date: _____

Application Type: New Application for Full Graduate Faculty Status
 (select one) Application for promotion to Full from Provisional Status
 Application for Renewal of Graduate Faculty Status
 New Application for Provisional Graduate Faculty Status

Mandatory Items to Submit

- Checklist:**
- Current Curriculum Vitae (Attach)
 - Scholarly Work (3 Samples within past 5 years, title/abstract pages only)
 - Graduate Courses Taught (complete and attach Table 1)
 - Course Evaluations (include up to a maximum of the 5 most recent over the past 5 years, in chronological order-if this is your initial application)
 - List of Graduate Student Committee Service (complete and attach Table 2)

Optional Additional Evidence as delineated by the Policy for Graduate Faculty Designation

- Checklist:**
- Other evidence of scholarly competence (see policy description)
 (Please describe each)
 - Other evidence of teaching competence (see policy description)
 (Please describe each)

Table 1: Graduate Faculty Applicant Graduate Courses Taught in Past Five Years

Semester/Year	Course Number and Title

Table 2: Graduate Faculty Applicant Committee Service for Past Five Years

Semester/Year	Student's Name	Thesis/Dissertation Title	Committee Position*

* Delineate if served as chair or member of committee.