

## **GRADUATE EDUCATION POLICY**

THE GRADUATE FACULTY SHALL BE CONSTITUTED ACCORDING TO THE FOLLOWING CRITERIA:

### **A. Membership in the Graduate Faculty**

- 1.** There shall be two types of Membership:
  - a.** Full Membership (necessary for chairing thesis/dissertation)
  - b.** Associate Membership (see below)
  
- 2.** Criteria for Full Membership shall be:
  - a.** Basic requirements:
    - (1) Associate or full professor on regular or medical faculty appointment in good standing; or
    - (2) Assistant professor with earned doctoral degree or appropriate terminal degree on regular or medical faculty appointment in good standing.
  - b.** Additional requirements:

Each person selected for Full Membership in the Graduate Faculty must have been engaged in research as evidenced through at least two refereed scholarly publications or equivalent or two creative endeavors of an equivalent nature appropriate to his or her discipline within the four-year period immediately preceding receipt of his or her application. Accreditation standards may impact additional standards.
  
- 3.** Graduate Education Activities Requiring Full Membership
  - a.** Supervising research assistants.
  - b.** Chairing thesis/dissertation committees.
  
- 4.** Terms for Full Members on the Graduate Faculty shall be for four years.
  
- 5.** Criteria for Associate Membership shall be:
  - a.** Persons who have not met the criteria for Full Membership may be selected on a temporary basis as members of the Graduate Faculty upon recommendation of the appropriate department or program. Minimum criteria include a Master's degree plus five years of qualifying current professional experience.
  - b.** Associate Members may be appointed for a term of up to three years by the appropriate department or program. Faculty who are no longer associated with CMU will have their Graduate Faculty Membership revoked.
  
- 6.** Graduate Education Activities Requiring At Least Associate Membership:
  - a.** Teaching courses numbered 500 or above.
  - b.** Supervising graduate internships, practica, Plan B papers, or comprehensive exams.
  - c.** Serving on thesis committees or on professional practical doctoral dissertation committees or final projects.
  - d.** Supervising teaching activities of graduate students.
  - e.** Supervising independent studies and evaluating the annual performance of graduate students.

## **B. Procedures for Selection, Continuance, and Confirmation**

- 1.** The following procedures for selection, continuance, and confirmation must have been completed prior to the assignment of any faculty member, either on- or off-campus, to the teaching or supervision of graduate students. The Dean of the College of Graduate Studies shall monitor adherence to the graduate faculty policy.
- 2.** Procedures for Selection:
  - a.** Selection for Full or Associate Membership in the Graduate Faculty shall be recommended by departments or programs, based on the criteria stated in Section I.A. Qualitative judgments in the selection of Graduate Faculty are primarily the responsibility of the respective departments or programs.
  - b.** University grievance procedures shall be followed in the case of appeal of a departmental or program decision.
- 3.** Procedures for continuance:
  - a.** For reappointment to the Graduate Faculty, a member must, within the preceding Graduate Faculty term, perform the activities in I.A.2., I.A.5.
  - b.** Each Full Graduate Faculty Member will reapply for graduate faculty status every four years. Associate Members whose terms have been renewed for three years must also file such reports with the appropriate department or program to be renewed.
  - c.** Each department or program will review the report, make a recommendation on continuance or discontinuance as a member of the graduate faculty, and forward the report to the Dean of the College of Graduate Studies for confirmation.
  - d.** Failure to file the report shall lead to automatic removal from the graduate faculty by the department or program and the Dean of the College of Graduate Studies.
  - e.** University grievance procedures shall be followed in the case of appeal of a departmental or program decision.
- 4.** Procedures for confirmation:
  - a.** Departmental or program recommendations for selection on the basis of the criteria stated above are subject to the approval of the Dean of the College of Graduate Studies.
  - b.** Departmental or program recommendations for continuance or discontinuance are subject to the approval of the Dean of the College of Graduate Studies.
  - c.** Individual or departmental or program appeals of the confirmation decisions of the Dean of the College of Graduate Studies may be made to the Graduate Committee.

Approved by the Academic Senate: 3/9/76

Revised by the Academic Senate: 10/3/78, 2/26/80, 5/3/83, 10/25/83, 12/3/85, 2/17/87, 1/29/91, 2/25/92, 3/24/92, 9/7/93, 11/16/93, 4/11/95, 5/2/06, 10/28/14.