

Membership in Graduate Faculty Assembly

Upon recommendation of the Graduate Council, the Assembly shall establish from time to time the generally recognized criteria for membership in graduate faculties. The application form with stated criteria is available in the Graduate School Office. The academic deans shall nominate for membership in the Assembly those persons who qualify under those criteria and the Dean of the Graduate School shall be responsible for reviewing the application for conformity with the established criteria. The Graduate Council will vote on the appointment and announce the outcome to the Graduate Faculty Assembly. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly. (Amended by Faculty Conference, 4-09-81, 8-20-04, 2-24-2009.)

The criteria for membership in the Graduate Faculty Assembly are:

- A. Hold highest earned degree in discipline. In some cases, experience and high production may substitute for the degree.
- B. Have one year of graduate-level service to the institution to be a combination of teaching, scholarly research/contributions to the field, and service. The year of graduate-level service need not occur in consecutive semesters; teaching could also constitute a wider set of pedagogical activities, such as managing theses or graduate-level research projects, participating in curriculum or course development, advising graduate students, or committee work; credit from previous institutions may be counted. Graduate-level classes are defined as 600-level courses or 500-level courses with graduate students enrolled.
- C. Submit a recommendation, including a statement or comments and a signature, from the department chair, dean of the appropriate college, and the Graduate Council.

When a graduate faculty member is up for post tenure review after the initial granting of graduate faculty status, the faculty member will submit documentation of continued teaching, research and contributions on the graduate level to the Dean of the Graduate School. This documentation will consist of completing a new application form to demonstrate continued engagement with graduate level teaching, research, and/or contributions to the field. Winthrop faculty with graduate faculty status granted prior to August 2009 will be grandfathered into the system.

Application for Membership in the Graduate Faculty Assembly

Name of faculty member:

Department:

College:

Date:

Instructions:

The faculty member should complete the spaces on page 2 of this form to document his/her experience with respect to teaching, research or contributions to the field, or other evidence of work on the graduate level. On page 3 of this form, the department chairperson should then give his/her statement or comments and sign the form. Next, the Dean and then the Chair of the Graduate Council should comment and sign respectively. If the Department Chair, Dean, or Chair of Graduate Council does not approve the faculty member, indication will be given on the statement/comments section of the form.

Application for Membership in the Graduate Faculty Assembly Continued

Name of faculty member:

Teaching experience on the graduate level:

Research or contributions to the field on the graduate level:

Other evidence of graduate level experience:

Application for Membership in the Graduate Faculty Assembly Continued

Name of faculty member:

Department Chairperson:

Statement/Comments:

Dean of College:

Statement/Comments:

Chair of Graduate Council:

Statement/Comments: