Consistent with the accreditation criterion of the Southern Association of Colleges and Schools (SACS) specifying that eligibility requirements for faculty members teaching graduate courses must be clearly defined and publicized, the GSU Strategic Plan calls for developing standards and guidelines for graduate faculty membership. In April 1997, the University Senate approved policies and guidelines for graduate faculty membership as contained in Section 306.07 of the GSU Faculty Handbook; the following provisions are consistent with Section 306.07.

A. Teaching and Dissertation Assignments Requiring Graduate Faculty Membership

A faculty member must hold graduate faculty membership to be assigned to:

1. Teaching a doctoral (9000-level) course or research-oriented masters course (as identified by the academic unit), or

2. Serving as chair or member of a doctoral dissertation committee; however, a dissertation committee may include one member without graduate faculty membership in order to bring special expertise to the committee.

B. Criteria for Appointment

Graduate faculty membership requires (1) an earned doctorate in the relevant discipline; (2) several scholarly refereed publications of significant quality during the last five years or active engagement in scholarly research as evidenced by other examples of scholarship mentioned in Section 306.07 of the GSU Faculty Handbook (when evidence of scholarship is in forms other than scholarly refereed publications, a guiding criterion will be external recognition by peers in the discipline); and (3) evidence of effective teaching in graduate courses.

C. Initiating Review and Period of Appointment

Review for graduate faculty membership is initiated at the request of the faculty member. Appointments to the graduate faculty are for renewable terms of five years.

The review is initiated at the same time of year as promotion and tenure reviews by the head of the academic unit asking faculty who do not currently have graduate faculty membership if they wish to be considered for appointment and asking faculty whose five-year graduate faculty membership term will be expiring during the forthcoming academic year if they wish to be considered for reappointment.

Faculty who have completed the doctorate within the last five years may request non-renewable provisional graduate faculty membership for a period not exceeding five years; provisional membership does not require the formal review for regular membership described below. Provisional members may perform all assignments requiring graduate faculty membership except chairing of dissertation committees. At any year during the provisional period, the faculty member may request review for regular graduate faculty membership.
D. Review within the Academic Unit

During the first year that this policy is in effect, the review of the candidate will be conducted by the promotion and tenure committee of the academic unit as defined in Section IV (E); in subsequent years, the review will be conducted by a subcommittee of the promotion and tenure committee of the academic unit (minimum size of three) comprised of all faculty with graduate faculty membership. Each faculty member constituting the committee in the academic unit is expected to sign a memorandum of recommendations addressed to the College review committee (as defined in Section F below). This memorandum must be responsive to the criteria for appointment to graduate faculty membership described in Section (B) above. The head of the academic unit will be responsible for transmitting the signed memorandum of recommendations plus the candidate's resume to the Dean's Office by the same date that promotion and tenure recommendations are due.

E. Materials to be Reviewed

The candidate will be expected to submit to the committee, via the head of the academic unit, the following elements of the dossier required for regular promotion and tenure reviews:

- Resume
- Copies of all publications during the last five years
- Materials documenting teaching effectiveness in graduate courses, including Student Evaluation of Instructor Profiles (SEIP's) and other materials that go beyond the results of student evaluations, such as peer evaluations.

F. Review at the College and University Levels

The College review committee is comprised of five faculty nominated by the Faculty Affairs Committee each year with the goal of having one or more nominees be current or past members of the College promotion and tenure committee. Given the willingness of the candidates to serve, these nominations are reviewed by the Executive Committee before the appointments are announced. The appointed committee reviews the candidate's resume and signed memorandum of recommendations from the academic unit with respect to meeting the criteria for appointment to graduate faculty membership. All five members are expected to sign a memorandum of recommendation, which will be forwarded by the Dean's Office to the Provost for final approval, no later than the end of February.