



Graduate Faculty Membership Policy

GRADUATE FACULTY MEMBERSHIP

1. The Graduate Council is responsible for approving applications for membership as graduate faculty.

The Graduate Faculty shall consist of three categories of membership:

- (1) Full membership approved for a period of 5 years,
- (2) Associate membership for a period of 3 years, and
- (3) Visiting membership for a period of 2 years.

In all graduate faculty categories, members must have demonstration of commitment to the academic community, institution, discipline, and students. In addition, they must possess a high level of competence in teaching.

At the full membership category in particular, the faculty must demonstrate research capability and competence in directing independent investigation.

2. Full membership in the Graduate Faculty will be limited to faculty members who:
- a. hold full-time university assignment at the tenured or tenure-track level.
 - b. hold a terminal degree in their field of specialization.
 - c. will be teaching one or more graduate level courses once membership is granted and have taught at least one graduate course in the past.
 - d. provide evidence of current scholarly, intellectual, and/or creative activities.

Full members of the Graduate Faculty will show evidence of ongoing discipline appropriate scholarly, intellectual, and/or creative activities. Such evidence includes, but it not limited to:

- 1) Refereed/peer-reviewed-publications
- 2) Secured grants with funding
- 3) Contributed book chapters
- 4) Authored books
- 5) Granted patents
- 6) Developed software

Other examples of acceptable tangible evidence of productive scholarship may be considered by submitting a request in writing to the Graduate Council at least one month prior to the application deadline.

3. Associate membership in the Graduate Faculty shall be limited to persons who:
 - a. are on the regular faculty but do not meet the requirements of Full membership,
 - b. hold a terminal degree in their field of specialization or equivalent experience or expertise, and
 - c. will teach one or more graduate level courses.

4. Visiting membership in the Graduate Faculty:

Faculty and professional staff external to Texas A&M University-San Antonio (i.e., faculty and professional staff employed by other institutions or organizations and faculty retired from A&M-SA) may serve as a member of master's and/or doctoral committees. Justification for appointment must be provided on the graduate faculty nomination form. The Graduate Council will recognize the graduate faculty status held by the visiting member at their home institution. Individuals not affiliated with an institution of higher education or an institution that does not have graduate programs will be evaluated on an individual basis. Any changes in graduate faculty status at another institution during their visiting membership at Texas A&M University-San Antonio will warrant a reevaluation by the Graduate Council.

5. Graduate Faculty Membership Duties and Terms:

- a. Duties of full members shall include teaching graduate level courses, serving as members on masters/doctoral thesis committees, and chairing masters/doctoral thesis committees.
- b. Duties of associate members shall include teaching graduate level courses and serving as members of on masters/doctoral thesis committees.
- c. Visiting members are eligible to serve on masters/doctoral thesis committees.
- d. Appointment to Full Membership in the graduate faculty is granted for a term of five years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.
- e. Appointment to Associate Membership in the graduate faculty is granted for a term of three years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.
- f. Appointment to Visiting Membership in the graduate faculty is granted for a term of two years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

6. Application Process: Full Membership

- a. Requests for either type of Graduate Faculty Membership should be initiated by the Department Chair or may be initiated by the faculty.
 - i. If initiated by the faculty, the request shall be submitted to the Department Chair.
 - ii. If the Chair agrees, the Department Chair will submit the request, together with the Chair's recommendation, to the College Dean.
 - iii. Once the College Dean approves, the request must be submitted for approval by the Dean of Graduate Studies.

- iv. Subsequently, the request will be forwarded to the Graduate Council for review and approval.
 - v. This request will be initiated by submission of the Application form for Graduate Faculty Membership found on the College of Graduate Studies webpage.
 - b. Application renewals will be due prior to termination of the current membership.
- 7. Application Process: Associate Membership
 - a. The Department Chair, with the approval of the departmental faculty, initiates the approval process by submitting the Graduate Faculty Application form to the College Dean.
 - b. Once the College Dean agrees and approves, the request must be submitted for approval by the Dean of Graduate Studies.
 - c. Subsequently, the request will be forwarded to the Graduate Council for review and approval.
 - d. Adjunct faculty must have the approval of the Graduate Council before they can teach graduate course(s).
 - e. In emergency situations, the Department Chair, with the approval of the Dean of Graduate Studies, may appoint an adjunct faculty member to teach a graduate level course. The Department Chair must submit a written statement to the Graduate Council, providing an explanation of the action taken.
 - f. Application renewals will be due prior to termination of the current membership.
- 8. Application Process: Visiting Membership
 - a. The Department Chair, with justification from the nominating full graduate faculty, the approval of the visiting member, initiates the approval process by submitting the Graduate Faculty Application form to the College Dean.
 - b. Once the College Dean agrees and approves, the request must be submitted for approval by the Dean of Graduate Studies.
 - c. Subsequently, the request will be forwarded to the Graduate Council for review and approval.
 - d. Application renewals will be due prior to termination of the current membership.