

**Graduate Faculty Appointment Requirements**

**Guidelines**

**College of Arts and Sciences**

*Selection of graduate faculty members*

Graduate faculty members are to be selected based on their research and teaching competencies and achievement, regardless of rank. The criteria for selection of graduate faculty members who are eligible to teach graduate courses and supervise graduate students, regardless of rank, are as follows:

1. Experience in research (in the field of specialization) as judged by:
   1. Publications
   2. Research grants
   3. Presentations and proceedings
   4. Practitioner experience for professionals in program areas
2. Experience in teaching and student supervision as judged by:
   1. Supervision of Student research at the MS/MA or Ph.D. level, as applicable
   2. Supervision of undergraduate research projects (capstones, etc.)
   3. Teaching of upper undergraduate courses with good student evaluations
   4. Teaching of graduate courses, as applicable

*Types of graduate faculty membership*

Candidates for graduate faculty membership can apply to be appointed in one of three categories:

1. Regular member:
   1. Rank high on the evaluation rubric (a score of 60% or higher on evaluation rubric)
   2. Have sound teaching experience, especially experience teaching graduate courses

Regular members are appointed for a 3 year term, renewable. They have all the privileges of a graduate faculty member: teaching graduate courses, supervising graduate students, and evaluating graduate faculty candidates, etc.

1. Special appointment for QU faculty
   1. Must be approved by the Dean based on program recommendation and needs
   2. Appointment is on a semester basis up to two semesters
   3. Have teaching experience in the subject matter for the course to be taught

Members on special appointment can teach approved graduate courses but are not allowed to serve on graduate committees.

1. Practitioner/Adjunct member:
   1. Be a well-known practitioner in a field relevant to the program
   2. Meet criteria for the practitioner category (relevant skills, no duplication with current CAS faculty, commitment/availability, etc.)
   3. Be nominated by the program Director/Head who should provide rationale for selection/nomination

Members of the practitioner category are appointed annually and renewed based on program needs and member competency. Practitioner members of the graduate faculty can teach graduate courses, provided that they hold a terminal degree, and serve as committee member on graduate student advisory committee. Members in this category cannot chair graduate committees.

*Procedure for application to obtain graduate faculty status*

Applications for graduate faculty membership are submitted and evaluated within each academic program by the full graduate faculty members of the Department. The application process is outlined below.

1. Faculty member fills the CAS application for graduate faculty membership and submits it to the respective department head for evaluation
2. The department head passes the application to the departmental graduate faculty members for evaluation
3. The Graduate faculty members evaluate the candidate using the evaluation rubric designed for rating of graduate faculty candidates
4. The department’s graduate faculty members submit their evaluation with recommendation for membership to the Department head.
5. The Department head forwards the application to CAS Dean with his/her recommendation and any relevant comments
6. CAS Dean forwards the department head’s recommendation to CAS Graduate Committee
7. CAS Graduate Committee evaluate candidates and make recommendations to the Dean
8. CAS Dean approves or disapproves the application based on merit
9. Upon approval of graduate faculty membership, the Dean sends a letter to the graduate faculty candidate specifying the type of graduate faculty membership, the duration and responsibilities. Only then can the graduate faculty candidate engage in the graduate program-related activities allowable under his/her approved membership.

Timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fall term | **Oct 15** | **Nov 15** | **Dec 15** | **Dec 31** |
| Candidates submit the applications to the Department head | Department head forwards recommendations the Dean, | CAS Graduate Committee submits recommendations to the Dean | The Dean approves and notifies applicants of their status |
| Spring term \* | **Feb 15** | **Mar 15** | **Apr 15** | **Apr 30** |
| Candidates submit the applications to the Department head | Department head forwards recommendations the Dean, | CAS Graduate Committee submits recommendations to the Dean | The Dean approves and notifies applicants of their status |

\*The faculty who joined in the spring cycle, and those who missed the fall deadline the faculty who were not approved on fall are not eligible to re-apply for graduate status in spring

1. Graduate faculty members are responsible of filing application for renewal of their status in a timely manner.

**Attachments:**

1. **APPLICATION FOR GRADUATE FACULTY STATUS**
2. **Rubric for the assessment of applicant for Graduate Faculty status**
3. **Updated CV**