

# College of Agricultural and Environmental Sciences Graduate Program Faculty Procedures

## I. Rationale for the Graduate Program Faculty

In a large, complex, public university, faculty have many different responsibilities. Most of these tasks are related to one of the three components of the University of Georgia's mission "to teach, to serve and to inquire into the nature of things." This is a broad mission and all aspects are important in contributing to our state's growth and development.

In addition to being a land-grant and sea-grant university, the University of Georgia has been identified as a "doctoral university: highest research activity" in the Carnegie Classification of Institutions of Higher Education. This indicates that the University of Georgia is regarded as one of the 115 institutions in the United States that serves (i) the broad social purpose of producing new knowledge and (ii), through its training functions, developing future generations of scholars who will continue this mission.

The Graduate Program Faculty helps the College of Agricultural and Environmental Sciences (CAES) to fulfill both of these important roles, ensuring that research and professional skills are taught and that graduate students are supervised by those with preeminent research experiences, expertise, or professional skills. Because only a certain portion of the total faculty have such expertise, having the Graduate Program Faculty ensures that the direct supervision of student research, scholarship, and professional training (including theses and dissertations and the advanced training of practitioners) is performed by the faculty who are uniquely qualified to do so.

## II. Definition of the Graduate Program Faculty

The quality of graduate programs and the enhancement of the reputation of the CAES rests with the Graduate Program Faculty. The purpose of the Graduate Program Faculty is to provide advanced research and practical training and to supervise the research and professional skills development of graduate students. The Graduate Program Faculty shall consist of faculty with an earned doctorate or highest terminal degree from an accredited institution or who have equivalent professional experience in their discipline and who are full- or part-time regular faculty, adjunct faculty, or retired Graduate Program Faculty.

## III. Qualifications for Membership in the Graduate Program Faculty

Members of the Graduate Program Faculty are entrusted with upholding the research and advanced practical training mission of the university. There are three principal intellectual criteria for any faculty member seeking membership in the Graduate Program Faculty:

1. **Doctorate or highest earned terminal degree from an accredited institution in the faculty member's discipline or equivalent professional experience.**

2. **Proficiency in conducting scholarly research and/or practice of the profession.** Through their own current research productivity and practices, members of the Graduate Program Faculty have established themselves as leaders in their disciplines. Evidence of demonstrated proficiency includes, but is not limited to:

2.1 An active research agenda as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, patents, and creative activities appropriate to the various disciplines.

2.2 Active practice of the profession, as indicated by consultations, performances, contracts, awards, prizes, licensures, and other certifications.

2.3 Recognition of research and creative contributions by awards, prizes, and fellowships.

2.4 Editorial work, such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.

3. **Proficiency in supervising scholarly research or practice of the profession.** Members of the Graduate Program Faculty bear primary responsibility for teaching and training future generations of researchers, scholars, and practitioners. Evidence of demonstrated proficiency in supervision includes one or more of the following:

3.1 Prior supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertation.

3.2 Prior supervision of practitioners in academic or non-academic settings.

3.3 Demonstrated potential to direct master's or doctoral candidates successfully.

In addition to the three intellectual criteria listed above, CAES also must ensure that those directing research and teaching advanced courses are able to provide the type of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the mentoring, practical, professional, and research training appropriate for a university of our stature.

#### **IV. Responsibilities and Rights of the Graduate Program Faculty**

Only members of the Graduate Program Faculty can:

- serve as a major professor to doctoral students.
- serve as a major professor to masters students.
- teach 8000-9000 level courses.

Advisory committees for graduate students vary in size by degree program. In cases where the advisory committee consists of 3 faculty members, 2 must be members of the Graduate Program Faculty. In all cases where the advisory committee consists of more than 3 faculty members, greater than 50% of the committee members must be members of the Graduate Program Faculty.

In addition, members of the Graduate Program Faculty have the right to:

- serve as members of the Graduate Council.
- vote for faculty as representatives to serve on the Graduate Council.
- vote on appointment and reappointment of faculty members to the Graduate Program Faculty in their academic unit.

Members of the Graduate Program Faculty, through the representative Graduate Council, make key decisions pertaining to the quality of graduate education at the university. Primary responsibilities of Graduate Program Faculty members include:

- Overseeing research/scholarship and training of master's and doctoral candidates. Graduate Program Faculty members who oversee research/scholarship and training of master's and doctoral candidates must demonstrate evidence of maintaining an active research/scholarship program. Such evidence includes but is not limited to (a) publication of scholarly books and/or articles in refereed journals, (b) refereed conference presentations, (c) grants and contracts received, (d) editorial work, (e) juried creative activities, and (f) recognition of research and creative contributions by awards, prizes, and fellowships.
- Preparing masters and doctoral candidates for the practice of their profession. Graduate Program Faculty members charged with the responsibility of preparing master's and doctoral candidates for the practice of their profession must demonstrate evidence of their ability to supervise applied training of students, interns, and/or residents. Such evidence includes, but is not limited to (a) maintaining active practice of the profession through clinical, field, laboratory, or performance work, (b) maintaining active licensure or certification, and (c) active consultations.
- Teaching advanced graduate courses (8000-9000 level classes) as assigned by the unit head.
- Otherwise participating in the graduate program of the unit and the university.

## **V. Procedures for Appointment and Reappointment of the Graduate Program Faculty**

The Graduate Program Faculty within CAES academic units are entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in this document (Section III, IV). Following the recommendation of the Graduate Program Faculty of the CAES academic unit in which the faculty member resides, newly hired faculty may be recommended for Graduate Program Faculty appointment. This recommendation should appear in the letter of offer. Appointment to the Graduate Program Faculty becomes effective only following approval by CAES and cannot begin until after the first day of employment. Faculty not recommended for appointment at the time of hire may be recommended at a later time. In all cases, it is the responsibility of the academic unit Head to notify the CAES Associate Dean for Academic Affairs who will notify the Graduate School of recommendations to the Graduate Program Faculty. The Graduate School will maintain a list of current Graduate Program Faculty.

The review and evaluation of materials for reappointment will be made by current members of the Graduate Program Faculty of the CAES academic unit in which the faculty member resides during the third-year, tenure or promotion, and post-tenure or promotion review processes. Graduate Program Faculty who are not tenured/on tenure-track will be reviewed every five years or at the time of

promotion or regular post-promotion review. This periodic review will also include adjunct and retired Graduate Program Faculty. The outcome of the periodic review for reappointment to Graduate Program Faculty will be sent by the academic unit Head to the CAES Associate Dean for Academic Affairs who will notify the dean of the Graduate School, who will maintain a list of current Graduate Program Faculty.

If it is determined that Graduate Program Faculty status should be removed or revoked, refer to section VI for Removal/ Revocation of Graduate Faculty status.

The college criteria for appointment and reappointment to the Graduate Program Faculty include:

1. The attainment of a doctorate or highest earned terminal degree from an accredited institution in the faculty member's sub-discipline or equivalent professional experience.
2. At the review milestones mentioned above, the Graduate Program Faculty of the CAES academic unit in which the faculty member resides will evaluate the appointment or reappointment materials for a tenured or tenure-track faculty member who holds a position as a professor, associate professor, or assistant professor. This review will include the faculty member's scholarly activity, courses taught at the graduate level, participation on graduate student committees, and other mentoring activities the faculty member has engaged in since the last review.
3. At the review milestones mentioned above, the Graduate Program Faculty of the CAES academic unit in which the faculty member resides will review and evaluate the appointment or reappointment materials (i) for a faculty member holding a professional, career, adjunct, or non-tenure track faculty position or (ii) for a retired Graduate Program Faculty member. This review will include the faculty member's scholarly activity, courses taught at the graduate level, participation on graduate student committees, and other mentoring activities the faculty member has engaged in since the last review.
4. The Department Head of the academic unit in which the faculty member resides will provide advance notification to individual faculty members regarding key dates and procedures for receipt and review of reappointment materials during the periodic review process.
5. In cases where Graduate Program Faculty status has been denied, the individual faculty member can appeal this decision to the CAES Graduate Affairs and Curriculum Committee. The individual faculty member has the opportunity to appeal to the Appeals Committee of the Graduate Council, if the matter cannot be resolved at the College level.

## **VI. Removal/ Revocation Graduate Program Faculty Status**

A member of the Graduate Program Faculty of CAES may have their Graduate Program Faculty status removed if they fail to meet any or all of the expectations outlined above, as assessed during the periodic review process. It is also possible for a member of the Graduate Program Faculty to have their Graduate Program Faculty status revoked by the Dean of CAES, the Dean of the Graduate School, the Provost, or the President outside the periodic review process. Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Program Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or

remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of work place violence policies. For a full listing of the procedures, look to the following link:

<http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/removal-of-graduate-faculty-status/>

## **VII. Role of the Graduate School**

All appointment and reappointment decisions made by the College are forwarded to the dean of the Graduate School, who will maintain a record of all Graduate Program Faculty for the purpose of verifying masters and doctoral committee composition. The Graduate School will maintain copies of procedures developed by individual colleges and schools and make them available to all members of the university community. In cases of removal of Graduate Program Faculty status during the periodic review, the faculty member will have the opportunity to appeal the decision to the CAES Graduate Affairs and Curriculum Committee. If that appeal is unsuccessful, the faculty member can subsequently appeal to the Appeals Committee of the Graduate Council. In cases of revocation of Graduate Program Faculty status outside the tenure, post-tenure, or non-tenure review process, the dean of the unit will send a recommendation to the dean of the Graduate School, who will then forward the information for review by the Appeals Committee of the Graduate Council. The committee will provide a recommendation to the dean of the Graduate School, who will render a final decision and notify all parties as to the resolution of the matter. The dean of the Graduate School may also work with the academic unit to develop a plan of action that will allow the faculty member to reapply for Graduate Program Faculty status.