

03.FAC.11

TEACHING GRADUATE COURSES

(Approved November 19, 1999)

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Faculty who teach graduate classes are required to be approved as graduate faculty. Each year the graduate faculty at the department level reviews the credentials of full-time faculty members who need to be added to the list of faculty teaching graduate classes. Each faculty member under consideration is required to submit the graduate faculty application and sufficient documentation, including the most recent curriculum vitae, to enable the department graduate faculty to evaluate his/her credentials. The result of the review is submitted in writing to the department chair and the Dean for further recommendation. The nominations are forwarded to the Graduate Council for review and recommendation to the Dean of Graduate Studies for approval.

The graduate faculty designation is given for a three-year period. The credentials of the faculty member are reviewed prior to the expiration date. Normally, in order to qualify for the three-year graduate faculty designation period, a faculty member must have a terminal degree in the field and three refereed publications, including, at least, one journal article, within the last five years. Faculty with new doctorates will be granted graduate faculty status for three years following the granting of their degree.

In unusual circumstance, the Dean may allow an individual, who has not been reviewed by the committee, to teach graduate courses. The designated individual's credentials must be reviewed, within a year, in order to continue teaching graduate courses.

[See University Procedure 12.99.99.C0.03 – Designation of Graduate Faculty.](#)

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