

## **Georgia State University College of Education and Human Development Policy on Graduate Research Faculty Membership**

These guidelines describe the professional activities, criteria, and procedures for the appointment of Graduate Research Faculty in the Georgia State University College of Education and Human Development.

### **Professional Activities**

A faculty member must hold Graduate Research Faculty membership to perform the following activities:

1. Teach doctoral and masters research-oriented courses as identified by the academic unit;
2. Serve as chair/director, member, or reader on Ph.D. Doctoral and Dissertation Advisory Committees;
3. Serve as chair/director, member, or reader on research-oriented master's theses; and
4. Graduate Research Faculty also may have the duties and responsibilities of members of the Graduate Professional Faculty.
5. When a reciprocal agreement is in place between colleges/schools, the College of Education and Human Development will recognize the Graduate Research Faculty status of those faculty members who may serve on, but may not chair, doctoral dissertations.

### **Criteria for Membership**

A member of the Graduate Research Faculty must meet the following criteria:

1. Hold the appropriate terminal degree in their field;
2. Hold a tenure or a tenure-track position;
3. Be an active and productive scholar as demonstrated by at least five scholarly activities since the last review; at least three must be in category A:
  - A. publications in refereed or peer-reviewed chapters, journals, books, or monographs; or funded research grants;
  - B. scholarly presentations;
  - C. editorship;
  - D. non-refereed publications; and/or
  - E. current publication through other avenues of dissemination which have professionally acknowledged standards (e.g. development of items such as assessment instruments, software, or training modules which are adopted or endorsed by a professional organization or education agency or juried shows).
4. Be an effective teacher at the graduate level. Evidence of graduate teaching effectiveness must include graduate-level Student Evaluation of Instructor forms since last appointment. Evidence may also include teaching awards, chair or peer evaluations, successful instructional innovation grants, listings of student publications and/or accomplishments, guidance of graduate students' research projects, innovations

in course design or delivery, publications in the area of pedagogy, or other quantitative evidence as determined by the department.

*Exceptional Cases.* Departments or academic units may nominate other faculty members, such as non-tenure-track research faculty or lecturers, who hold an academic appointment contract that is in compliance with requirements established by the appropriate accrediting bodies, and whose position and assigned workload allows for involvement in graduate education programs to be considered for Graduate Research Faculty status by the departmental Graduate Committee if (1) they hold the appropriate terminal degree or credentials in their field and (2) meet the University, College and department P&T manual evidence for “current scholarly competence” and the department guidelines for Graduate Research Faculty. Individuals must be nominated by a member of the department’s Graduate Research Faculty and then follow the Review Process as described subsequently in this document. These exceptions are individually reviewed by the Provost. As each recommendation is forwarded it will be accompanied by (a) information on how many full time faculty members, distributed by rank, are in the department, (b) how many faculty members in the department have Graduate Research Faculty status, and (c) how many current members of the department’s Graduate Research Faculty attained that status as exceptions to the policy. They will have their status reviewed every five years (Georgia State University “Graduate Faculties” Policy).

Justifications for exceptions must indicate not only the exceptional criteria of the individual applying but also the exceptional circumstances necessitating the application.

### **Appointment Process**

The faculty member initiates a request for appointment to the Graduate Research Faculty. A designated department committee of graduate faculty members will make recommendations for appointment to the Graduate Faculty. The departmental committee’s recommendation will be sent to the College of Education and Human Development Committee on Research and Scholarship for review and consideration in consultation with the Associate Dean for Graduate Studies and Research. College recommendations will be sent to the Dean for review who will then forward the College’s recommendations to the Provost and Vice President for Academic Affairs for final approval of appointments and reappointments to the Graduate Research Faculty.

Appointments to the Graduate Research Faculty are renewable for terms of five years. For each faculty member who requests initial appointment to the Graduate Research Faculty, the department committee will send the following information to the College of Education and Human Development Committee on Research and Scholarship: the faculty member’s current curriculum vitae, evidence of his or her graduate teaching effectiveness, and the recommendation of the department committee.

Because the criteria for promotion and tenure equal or exceed the criteria for Graduate Research Faculty status, upon conferral of tenure or promotion the review period for renewal of Graduate Research Faculty status will be reset so that subsequent reviews for renewal will coincide with post-tenure (cumulative) review and the collection of documents for that process. Documents submitted for post-tenure review, along with evidence of graduate teaching effectiveness, should be submitted to the College of Education and Human

Development Committee on Research and Scholarship along with the recommendation from the department committee overseeing graduate faculty status.

In all cases, the faculty member's current curriculum vitae must follow the format outlined in the most recent COE *Guidelines for Promotion, Tenure, Third-year Review, and Cumulative Review for Tenure-track Faculty Members*; items to be considered during deliberations for reappointment should be highlighted in yellow.

### **Appeals**

Appeals of negative recommendations by departments or the Committee on Research and Scholarship may be made to the Dean. In reviewing the appeal, the Dean may gather additional information pertaining to the appeal from the candidate, the department, the departmental chair, the Committee on Research and Scholarship, and other appropriate individuals inside the University. The Dean shall provide the candidate and with a written decision, including a statement of the bases upon which the appeal is supported or rejected, within one month of the negative recommendation being appealed.

### **Provisional Graduate Research Faculty Membership**

A faculty member who has completed a terminal degree within the previous five years may request non-renewable provisional Graduate Research Faculty membership for a period not to exceed five years. Provisional members may perform all of the duties of Graduate Faculty members except chairing dissertation advisory committees. At any point during the provisional period, the faculty member may request review for regular appointment to the Graduate Research Faculty.

Approved by College of Education and Human Development Academic Affairs Committee: April 28, 1998 Adopted by the College of Education and Human Development Faculty: May 22, 1998

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