Georgia State University College of Education & 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 & Human Development.  

Professional Activities  

A faculty member must hold full 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. Full Graduate Research Faculty also may have the duties and responsibilities of members of the Graduate Professional Faculty.  

Criteria for Membership  

A member of the full 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 or Emeritus status;  
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 full 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 full Graduate Research Faculty. Individuals must be nominated by a member of the department’s full 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 full Graduate Research Faculty status, and (c) how many current members of the department’s full 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 and department chair’s recommendation will be sent to the College of Education & 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 full Graduate Research Faculty are renewable for terms of up to five years. For each faculty member who requests initial appointment to the full Graduate Research Faculty, the department committee and department chair will send the following information to the College of Education & 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 in one pdf document.

Because the criteria for promotion and tenure equal or exceed the criteria for full Graduate Research Faculty membership, upon conferral of tenure or promotion the review period for renewal of full Graduate Research Faculty membership will be reset so that subsequent reviews for renewal will coincide with post-tenure (cumulative) review and the collection of documents for that process. Faculty hired with tenure on appointment will be conferred full Graduate Research Faculty membership.
Graduate Research Faculty appointed to administrative positions (i.e., department chair, associate dean, dean, associate provost, vice president, provost, president) will retain full Graduate Research Faculty status for the duration of their administrative appointment. When an administrator returns to the faculty full time, their Graduate Research Faculty status will be reviewed as part of their next post-tenure review, the timing for which is specified in the university’s promotion and tenure manual.

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.

Associate Graduate Research Faculty Membership

A faculty member who has completed a terminal degree within the previous five years may request non-renewable Associate Graduate Research Faculty membership for a period not to exceed five years. Associate members may perform most of the duties of full Graduate Faculty members, including teaching master’s level courses, serving on and chairing both master’s non-thesis and thesis committees, and teaching doctoral level research courses. Associate members may chair advisory committees with approval of the department chair and Associate Dean for Graduate Studies and Research. However, Associate members may not serve as the chair of the dissertation committee. Associate members may serve on both Advisory and Dissertation committees. For further guidance, please see the table on page 4.

Newly hired tenure-track faculty with a conferred terminal degree will be provided Associate Graduate Research Faculty as part of the employment package and effective their first semester. At any point during the associate period, the faculty member may request review for regular appointment to the full Graduate Research Faculty.

Revocation of Graduate Faculty Status

Graduate faculty status may be revoked during the existing review processes based on the criteria specified in this policy. Existing reviews coincide with promotion, post-tenure, and five-year reviews. Graduate Faculty status may also be revoked outside of the regular review processes. Specifically, the respective college Dean may revoke Graduate Faculty status for failing to meet the expectations regarding faculty-student relationships as outlined in the University Senate policy on Graduate Student-Faculty Relationships (https://gsu.policytech.com/dotNet/documents/?docid=36&public=true) and guided by norms of fairness and professionalism.
<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Graduate Research Faculty</th>
<th>Full</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teach Master's level or skills-oriented courses</td>
<td>A</td>
<td>A</td>
<td></td>
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<tr>
<td>Serve on committees of Non-Thesis Master's students</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Advise/Direct Non-Thesis Master's students</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Serve on thesis committees of Thesis Master's students</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Advise/Direct Thesis Master's students</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Teach Doctoral level research courses</td>
<td>A</td>
<td>O</td>
<td></td>
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<tr>
<td>Serve on advisory committees of doctoral students</td>
<td>A</td>
<td>O</td>
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<tr>
<td>Serve on dissertation committees of doctoral students</td>
<td>A</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Chair the advisory committee of doctoral students</td>
<td>A</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Chair the dissertation committee of doctoral students</td>
<td>A</td>
<td>NO</td>
<td></td>
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</tbody>
</table>

A = Automatic (specific assignments require approval of unit chair/director)
O = Optional (requires recommendation of unit chair/director and approval of college and university)
NO = Not Optional

Approved by College of Education Academic Affairs Committee: April 28, 1998
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Amended by the College of Education & Human Development Committee on Research and Scholarship: May 3, 2013.

Amended by the College of Education & Human Development Committee on Research and Scholarship: April 22, 2015.

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