



1 **Policy 655 College of Science & Health Addendum**

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3 As per Section 4.3 of Policy 655, the College of Science & Health requires the following
4 appointment criteria for appointment of graduate faculty. These criteria are in addition to those
5 described in Section 4.2 of Policy 655.

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7 1. Graduate Faculty Full Member

8 a. A record of recent effective teaching, as documented by:

- 9 i. Student course evaluations. This should include documentation that
10 explains any significant shortcomings indicated by those evaluations.
11 ii. Peer teaching observations.
12 iii. Supervisor teaching observations and evaluations

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14 b. A continuing record of scholarship, including:

- 15 i. Authorship of a minimum of two papers published in discipline-
16 appropriate, peer-reviewed journals in the past five years OR presentation
17 of at least two papers at discipline-appropriate professional conferences in
18 the past five years OR a combination of peer-reviewed papers and
19 presentations deemed appropriate by the department chair and the Dean of
20 the College of Science & Health.

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22 c. A continuing record of service, including service on department, college, and/or
23 university committees and service with professional or community organizations
24 related to her/his discipline.

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26 2. Graduate Faculty Associate Member

27 a. A record of recent effective teaching, as documented by:

- 28 i. Student course evaluations. This should include documentation to explain
29 any significant shortcomings indicated by those evaluations.
30 ii. Peer teaching observations.
31 iii. Supervisor teaching observations and evaluations

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33 b. A continuing record of scholarship, including:

- 34 i. Authorship of a minimum of two papers published in discipline-
35 appropriate, peer-reviewed journals in the past five years OR presentation
36 of at least two papers at discipline-appropriate professional conferences in
37 the past five years OR a combination of peer-reviewed papers and
38 presentations deemed appropriate by the department chair and the Dean of
39 the College of Science & Health.
40 ii. Documented mentorship of at least one student in discipline-appropriate
41 research projects in at least two of the past five years.

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43 3. Graduate Faculty Professional Member



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- a. A continuing record of scholarship, including:
 - i. Authorship of a minimum of two papers published in discipline-appropriate, peer-reviewed journals in the past five years OR presentation of at least four papers at discipline-appropriate professional conferences in the past five years OR a combination of peer-reviewed papers and presentations deemed appropriate by the department chair and the Dean of the College of Science & Health.

Policy Office Draft



Proposed Policy Number and Title: 655 <i>Graduate Faculty</i>		
Existing Policy Number and Title:		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
X New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

*See UVU Policy #101 *Policy Governing Policies* for process details.

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Draft Number and Date:	Stage 1, June 24, 2015	
President's Council Sponsor:	Jeff Olson	Ext. 8048
Policy Steward:	Jim Bailey	Ext. 6493

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>03/12/2015</u></p> <p>University Entities Review Entrance Date: <u>MM/DD/YYYY</u></p> <p>University Community Review Entrance Date: <u>MM/DD/YYYY</u> Open Feedback: <u>MM/DD/YYYY</u> Close Feedback: <u>MM/DD/YYYY</u></p> <p>Board of Trustees Review Entrance Date: <u>Not applicable</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>

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POLICY TITLE	Graduate Faculty	Policy Number	655
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of Graduate Studies		

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1.0 PURPOSE

1.1 As Utah Valley University expands its graduate degree programs, it is essential that the University identify qualified graduate faculty and establish a Graduate Council to oversee the development and administration of these programs. The purpose of this policy is to establish the appointment criteria, appointment processes, and activities of graduate faculty, and the responsibilities and function of Graduate Council.

2.0 REFERENCES

- 2.1 Northwest Commission on College and Universities' *Standard 2*, Sections 2.C.12 through 2.C.15
- 2.2 Utah State Board of Regents' Policy R312 *Configuration of the Utah System of Higher Education and Institutional Missions and Roles*
- 2.3 Utah State Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

3.0 DEFINITIONS

3.1 **Graduate faculty:** Those qualified and approved to teach 6000-level courses.

4.0 POLICY

4.1 Qualified UVU graduate faculty who teach graduate courses may participate in the development and administration of graduate programs.

4.2 **Appointment Criteria for Graduate Faculty**



93 **4.2.1 Graduate Faculty Full Member**

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95 **4.2.1.1** To qualify to become a graduate faculty full member, a salaried, benefits-eligible faculty
96 member or academic administrator with faculty status must have, at minimum, the following
97 credentials:

- 98
99 1) An earned terminal degree in an appropriate discipline;
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101 2) A record of recent effective teaching, as determined by the college/school academic dean and
102 department chair (may be waived for those who have no prior teaching experience);
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104 3) A continuing record of scholarship, as determined by the college/school academic dean and
105 department chair; and
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107 4) A continuing record of service, as determined by the academic dean and department chair.
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109 **4.2.1.2** Adjunct instructors are not eligible to be appointed as graduate faculty full members.
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111 **4.2.2 Graduate Faculty Associate Member**

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113 **4.2.2.1** To qualify to become a graduate faculty associate member, a salaried, benefits-eligible
114 faculty member, academic administrator, or adjunct instructor must have, at minimum, the
115 following credentials:

- 116
117 1) An earned terminal degree in an appropriate discipline;
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119 2) A record of recent effective teaching, as determined by the academic dean and department
120 chair (may be waived for those who have no prior teaching experience); and
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122 3) One of the following:
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124 a) A continuing record of scholarship, as determined by the college/school academic dean and
125 department chair, or
126
127 b) Recent, significant, and relevant work-related experience, continuing professional education,
128 or other criteria, as determined by the academic dean and department chair, that demonstrates
129 that the individual is current in the area in which he or she will be teaching.
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131 **4.2.3 Graduate Faculty Professional Member**

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133 **4.2.3.1** Tenured or tenure-track faculty members are not eligible to become graduate faculty
134 professional members. To qualify to become a graduate faculty professional member, a non-



135 tenured or non-tenure track, full-time faculty member or adjunct instructor must have, at
136 minimum, the following credentials:

- 137
- 138 1) An earned master's degree in a discipline related to the fields of teaching;
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 - 140 2) Professional experience that is current, substantial (in terms of duration and level of
141 responsibility), and clearly linked to the field in which the person is expected to teach, as
142 determined by the academic dean and department chair;
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 - 144 3) Qualifications that meet the program's accreditation standards for graduate faculty, where
145 applicable, as determined by the academic dean and department chair; and
 - 146
 - 147 4) A record of recent effective teaching, as determined by the academic dean and department
148 chair (may be waived for those who have no prior teaching experience).
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150 **4.3 Individual College/School-Specific Graduate Faculty Requirement**

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152 **4.3.1** In addition to the appointment criteria outlined in this policy, individual colleges and
153 schools may have additional requirements for graduate faculty in their specific programs.

154 **4.4 Duties of Graduate Faculty**

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157 **4.4.1** Graduate faculty full members may serve on the Graduate Council, teach graduate courses
158 in their respective department/program, serve on or chair advisory (including thesis) committees
159 of graduate students, and participate in other matters concerning graduate education within their
160 respective college/school and the University.

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162 **4.4.2** Graduate faculty associate members may teach graduate courses in their respective
163 department/program and serve on advisory (including thesis) committees of graduate students.

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165 **4.4.3** Graduate faculty professional members may teach graduate courses in their respective
166 departments. Graduate faculty professional members shall teach no more than one-third of the
167 6000-level credit hours for the graduate degree or graduate certificate. Graduate faculty
168 professional members may serve on advisory (including thesis) committees of graduate students
169 with the approval of the department chair, dean, and Director of Graduate Studies.

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171 **4.4.4** Typically, only graduate faculty shall teach 6000-level courses. Exceptions shall be
172 approved by the college/school dean and the Director of Graduate Studies.

173 **4.5 Graduate Council**

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176 **4.5.1** Graduate Council members shall be graduate faculty full members. Graduate Council
177 members shall be elected under the direction of the Faculty Senate by the salaried, benefits-



178 eligible faculty in each academic college/school. Terms of members shall be three years and
179 shall be staggered.

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181 **4.5.2** The Director of Graduate Studies shall be the chair of the Graduate Council.

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183 **5.0 PROCEDURES**

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185 **5.1 Function of Graduate Council**

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187 **5.1.1** The Graduate Council shall perform the following functions:

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189 1) Formal approval of appointments to the graduate faculty;

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191 2) Formal approval of college/school criteria for graduate faculty;

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193 3) Formal approval of all new graduate program proposals as part of the university curriculum
194 process;

195

196 4) Formal approval of all substantive and non-substantive graduate program change proposals,
197 including changes in program delivery format deemed substantive;

198

199 5) Review of graduate programs as part of academic program review. A subcommittee of the
200 Graduate Council, including a representative of the reviewed program, may perform the review;

201

202 6) Recommendation of policies and procedures for graduate programs;

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204 7) Consultation with support departments regarding the needs of graduate programs;

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206 8) Mentoring of faculty and departments developing new graduate degrees or certificates;

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208 9) Establishment of committees, as needed, to further graduate education; and

209

210 10) Completion of special assignments as directed by the Director of Graduate Studies.

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212 **5.2 Appointments to Graduate Faculty**

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214 **5.2.1** The applicant for graduate faculty status shall complete and sign a *Graduate Faculty*
215 *Application Form*.

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217 **5.2.2** The department chair shall review and approve or disapprove the application. The dean
218 shall review and approve or disapprove the application. Approved applications shall be sent to
219 Graduate Council for review.

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221 **5.2.3** The Graduate Council shall review the application and approve or disapprove the
222 application. The Graduate Council may also request additional information before making a
223 decision. The Director of Graduate Studies shall notify the faculty member, department chair,
224 and college/school dean of the decision taken by the Graduate Council.
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226 **5.3 Appointments to Graduate Council**

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228 **5.3.1** Faculty Senate representatives for the respective college/school shall notify the dean of
229 nominations for Graduate Council. The department chair and college/school dean shall review
230 nominations for Graduate Council. The dean shall inform Faculty Senate representatives of the
231 names of the nominees who satisfy graduate faculty criteria and who are eligible for the ballot.
232 Faculty Senate representatives for the college/school shall conduct the election. Elections shall
233 typically be held in the spring. Newly elected members shall begin service at the start of the
234 subsequent Fall semester and shall serve for a term of three years.
235

236 **5.3.2** Each academic college/school shall have one graduate faculty full member serve as a
237 voting member of Graduate Council. One graduate student appointed by the Utah Valley
238 University Student Association shall serve as a voting member of Graduate Council. The
239 Director of Graduate Studies or designee shall vote only when there is a tie vote. The Senior
240 Vice President of Academic Affairs shall assign a designee to serve as an ex officio member of
241 Graduate Council.
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243 **5.3.3** Graduate Council meetings shall be held during the academic year, as determined by the
244 Director of Graduate Studies.
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246 **5.4 Review of Graduate Faculty Requirement**

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248 **5.4.1** Prior to the establishment of graduate faculty in each college/school, and every three years
249 thereafter, graduate faculty in each college/school shall develop and/or review specific graduate
250 faculty eligibility requirements for teaching, scholarship, and service.
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252 **5.4.2** The Director of Graduate Studies and Graduate Council shall approve newly developed
253 college/school graduate faculty requirements and shall review and approve existing requirements
254 every three years.
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256 **5.5 Review of Graduate Faculty Status**

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258 **5.5.1** Graduate Council and the Director of Graduate Studies shall review salaried, benefits-
259 eligible faculty and adjunct instructors for graduate faculty status every three years to ensure that
260 individual college/school graduate-faculty requirements are consistently and fairly applied within
261 each college/school.
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263 **5.5.2** On a yearly basis, deans of the respective colleges/schools in conjunction with department
264 chairs, shall evaluate eligible faculty, academic administrators, and adjunct instructors to
265 determine which college/school requirements have been met, and whether meeting the
266 requirements qualifies the individual for full, associate, or professional graduate faculty status.
267 The annual review for faculty members may be used to assist in this procedure. The dean shall
268 then forward the recommendations to the Director of Graduate Studies, who shall submit
269 recommendations to Graduate Council.
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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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