THE FACULTY SENATE

August 14, 1997

Dr. Ray M. Bowen
President
Texas A&M University

Dear President Bowen:

At its regular meeting held August 11, 1997 the Faculty Senate considered and approved a new composition of the Graduate Faculty Membership.

Enclosed is the document considered by the Senate. Please advise me of your decision on this recommendation.

Sincerely,

Wayne E. Wylie
Speaker, 1997-98

Enclosure
pc: Dr. Ronald G. Douglas, Executive Vice President & Provost
    Dr. Dan H. Robertson, Chair, Graduate Council

APPROVED

DATE
Texas A&M University
Office of the Vice President for Research and Associate Provost for Graduate Studies
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May 20, 1997

TO: Wayne E. Wylie
   Speaker, Faculty Senate

FROM: Dan H. Robertson
      Chair, Graduate Council

SUBJECT: Graduate Faculty Membership

       On May 8, the Graduate Council voted to accept the new composition of the Graduate Faculty as recommended by the GC subcommittee. Attached please find the new Graduate Faculty definitions for the Faculty Senate's consideration.
GRADUATE FACULTY MEMBERSHIP

This document presents university policies and practices which Department Heads should use in nominating members to the Graduate Faculty of Texas A&M University. (Departments and colleges may have additional requirements that must be satisfied by individuals wishing to be recommended for appointment to the Graduate Faculty.) The various categories of Graduate Faculty are discussed. The final section discusses current policy for assigning titles to members of the Graduate Faculty in the Graduate Catalog.

General Description of Graduate Faculty

The Graduate Faculty at Texas A&M University consists of the President, the Vice President for Academic Affairs, the Associate Provosts, the Director of the Office of Graduate Studies, the Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups appointed by the Director of the Office of Graduate Studies. Appointees to the Graduate Faculty participate in the graduate degree programs of the University by serving on student advisory committees and teaching graduate courses. Individuals who have not been appointed to the Graduate Faculty may not teach graduate courses or serve on student advisory committees unless special approval is granted by the Director of the Office of Graduate Studies.

The Graduate Faculty is composed of Members, Temporary Associate Members, and Visiting Members. Members and Temporary Associate Members are selected from qualified individuals of the academic staff of Texas A&M University, from the staff of other parts of the University or The Texas A&M University System, and from affiliated research organizations (such as USDA) located in College Station, Texas.

Nomination for membership on the Graduate Faculty are always initiated by the head of the appropriate academic department of Texas A&M University and are processed as discussed below.

Appointment to membership on the Graduate Faculty, although considered an honor, serves functional purposes and must be earned. Appointment to membership is not for the purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Such competence is in part a function of experience and knowledge of operational procedure; it is also characterized by ability and motivation.

Membership on the Graduate Faculty is maintained only by participating in the graduate program by teaching, by directing or administering graduate work, by doing research and
publication, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Committee on Graduate Instruction or by administrative assignments in graduate education. The Graduate Council expects that all Deans and Department Heads will review regularly the Graduate Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Faculty on the basis of their contribution to graduate education. The Department Head shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Faculty, and the faculty member has the right to appeal his/her removal through the PPM 2.3.2.6 (Faculty Grievance Procedures).

A graduate student at Texas A&M University may not be a member of the Graduate Faculty. Membership on the Graduate Faculty of any faculty or staff member of Texas A&M University or The Texas A&M University System and affiliated research organizations is forfeited upon a faculty or staff member's admission to a graduate program at Texas A&M University.

Members of the Graduate Faculty

Eligibility

Tenure track and tenured faculty members of Texas A&M University Faculty with professorial rank of Assistant Professor, Associate Professor, or Professor are eligible to participate as Members of the Graduate Faculty under criteria and guidelines as established by each college or department. Appointment of these individuals as Members is accomplished by a letter of nomination from the Department Head to the Director of the Office of Graduate Studies. In some cases, additional approval is required by the Dean or the Graduate Instruction Committee of the individual's college.

Non-tenure-track individuals employed by Texas A&M University, TAES, TAEX, TEES, TEEX, or TTI with professorial not holding the above ranks are eligible to participate as Members of the Graduate Faculty as discussed above under General Description of Graduate Faculty (see also section on General Practices and Guidelines). Persons holding the title of Lecturer or Senior Lecturer may not normally be considered for Member status on the Graduate Faculty. Exceptions to this will be acceptable only if the person concerned has an unusual or unique contribution to make to the graduate program of Texas A&M University and approval is granted by the department, college, and Office of Graduate Studies. Non-tenure-track individuals are nominated by the head of the appropriate academic department who must present evidence that (a) the nominee (1) has taught a graduate class, or (2) has actively served on a graduate student's advisory committee, or (3) has held a definite administrative assignment in the graduate program of the University; and that (b) the nominee has published a scholarly work.
as primary author (or, in the case of a professional discipline, has exhibited appropriate
evidence of professional accomplishment). Recognized scholars and authorities whose merit is
clearly established need not be measured by standard criteria. Appointment of these
individuals is accomplished by use of the Personal Record Form, initiated by the Department
Head, through the College Graduate Instruction Committee and the College Dean to the
Director of the Office of Graduate Studies.

Privileges

A Member of the Graduate Faculty, located at College Station, may teach graduate courses and
serve as member, co-chair, or and chair of a graduate student’s Advisory Committee. In
addition, a Member may be chosen from time to time to serve as Graduate Council
Representative on doctoral Advisory Committees. Members located at the Texas A&M
University Galveston Campus, the TAMU Temple Campus, or TAMU’s Institute of Biosciences
and Technology-Houston may teach graduate courses and serve as a member, co-chair or chair of
a graduate student’s Advisory Committee. Other Members of the Graduate Faculty located off-
campus may teach graduate courses and serve as a member or co-chair (but not chair) of a
graduate student’s Advisory Committee.

Temporary Associate Members of the Graduate Faculty

Eligibility

Any newly-employed faculty member (including Instructors and Lecturers, if permitted by the
department or college’s policy) or professional staff employed by Texas A&M University,
TAES, TAEK, TEES, TEEK or TIIT who holds the highest earned degree common to that person’s
discipline may be granted Temporary Associate Membership on the Graduate Faculty of Texas
A&M University provided that the individual’s appointment as an Associate Member of the
Graduate Faculty will be beneficial to the department’s graduate program. This Temporary
membership is normally for a period of twelve (12) months. In addition, employees of federal
and state agencies located in the College Station area are eligible for Associate Membership.
It is expected that a nominee for Associate Membership has published a scholarly work as
primary author (or, in the case of a professional discipline, has exhibited appropriate
evidence of professional accomplishment). Recognized scholars and authorities whose merit is
clearly established need not be measured by standard criteria.

Appointment to Temporary Associate Membership is accomplished by written request from the
appropriate Department Head use of the Personal Record Form, initiated by the Department
Head, through the College Graduate Instruction Committee and the College Dean to the Director of the Office of Graduate Studies.

Privileges

A Temporary Associate Member of the Graduate Faculty of Texas A&M University may teach graduate courses and serve as member or co-chair (but not as chair) of a graduate student’s Advisory Committee.

It is expected that a Temporary Member of the Graduate Faculty will make every effort to qualify for status as a Member of the Graduate Faculty during the year of service as a Temporary member. If, at the end of that year of service as Temporary Member, an individual has not been able to meet the qualifications necessary for status as a Member of the Graduate Faculty to the satisfaction of the Graduate Council, that person’s status as Temporary Member of the Graduate Faculty will cease and the individual will no longer be eligible to teach graduate courses or be placed on a graduate student’s Advisory Committee.

Visiting Members of the Graduate Faculty

Eligibility

Recognized scholars who do not hold a permanent appointment to the faculty (including visiting and adjunct academic appointments) of this University, but who otherwise meet the basic requirements for the status of Member of the Graduate Faculty, as described above, may be eligible for appointment as Visiting Members. In addition, individuals not located in College Station and not employed by Texas A&M University may be considered for Visiting Member status on the Graduate Faculty provided they are employed by another agency of the Texas A&M University System or are qualified staff of federal or state agencies. Such nominations should be made in those cases in which there is an apparent need, and justification can be presented by the Department Head.

Appointment of a Visiting Member is accomplished by use of the Personal Record Form, initiated by the Department Head, through the College Graduate Instruction Committee and the College Dean to the Director of the Office of Graduate Studies.

Privileges

A Visiting Member of the Graduate Faculty may teach graduate courses and serve as member or co-chair (but not chair) of a graduate student’s Advisory Committee.
Special Appointments to the Graduate Faculty

There may be times when a department head wishes to have qualified individuals teach a graduate course or serve on a student’s Advisory Committee without being permanently on the Graduate Faculty as either a Member or Associate Member. In addition, from time to time, qualified individuals from other universities, government or industry are appointed in special cases to teach a graduate course or to serve on a student’s Advisory Committee.

This is accomplished by a letter of request from the Department Head to the Director of the Office of Graduate Studies with the individual’s resume attached. In the letter of request, the Department Head should indicate if the Special Appointment is to be limited to the one specified committee, to one specified teaching assignment, or to a fixed length of time (e.g., for one or two years).

Qualified individuals from other universities, government or industry who hold Special Appointments to the graduate faculty and who serve on Graduate Advisory Committees are not counted toward the minimum number of graduate faculty necessary to form the committee.

Procedural Guidelines

General Practices and Guidelines

Individuals appointed to the Graduate Faculty usually hold academic titles such as Assistant Professor, Associate Professor, or Professor, as described above. In view of the very broad spectrum of activities in which Texas A&M University is involved, there are individuals outside of the immediate academic areas who are capable of contributing significantly to the graduate programs of the University. Hence, it is in the best interest of the University to provide an opportunity for the qualified staff and faculty to participate fully in the programs. It is on this basis that the following guidelines were adopted by the University:

1. Qualified individuals of the academic staff of Texas A&M University, from the staff of other parts of the University or the Texas A&M University System, and from affiliated research organizations located in College Station, Texas, may be considered for Member status on the Graduate Faculty.

2. Qualified staff of federal and state agencies assigned to College Station who are not budgetarily responsible to Texas A&M University or the Texas A&M University System may be nominated at the discretion of the Department Head for Member status.
Visiting Member status on the Graduate Faculty. If such personnel holding Member status on the Graduate Faculty transfer to another location, and the Department Head requests, in writing, of the Director of the Office of Graduate Studies their continued participation in the graduate programs of Texas A&M University, their status will be changed automatically to that of Visiting Member.

3. Qualified persons who hold the title of Assistant Director, Associate Director, or Director may be considered for membership on the Graduate Faculty provided they are employed by state agencies, with headquarters in College Station, which are a part of Texas A&M University System.

4. Qualified staff of federal and state agencies not assigned to College Station and who are not budgetarily responsible to Texas A&M University, the Texas A&M University System, or faculty at other academic institutions in the Texas A&M University System, may be considered only for Visiting Member status on the Graduate Faculty.

5. Persons holding the title of Instructor or Lecturer may not normally be considered for membership on the Graduate Faculty. Exceptions to this will be acceptable only if the person concerned has an unusual or unique contribution to make to the graduate programs of Texas A&M University.

6. Titles of nominees for Member status on the Graduate Faculty (with rare exception) will be limited to professorial titles and those described above. Any deviation from these must have the approval of the Director of the Office of Graduate Studies and the Provost and Vice President for Academic Affairs before being entered in the Graduate Catalog.

7. Qualified research staff who hold the title of Assistant Research Scientist, Associate Research Scientist, Research Scientist, or Chief Scientist, may be considered for membership on the Graduate Faculty provided they are employed by state agencies, with headquarters in College Station, which are a part of Texas A&M University System.

8. Qualified Research staff who are on the Graduate Faculty of Texas A&M University meet the conditions set forth in item 7 above and who hold payroll titles equivalent to the "Scientist" titles will be assigned by the Director of the Office of Graduate Studies, for the purpose of listing in the Graduate Catalog, the equivalent "Scientist" title. (Example: A person holding the payroll title of "Associate Research Engineer" will be assigned the title of "Associate Research Scientist".)
2 9. Extension Service personnel on the Graduate Faculty of Texas A&M University will be identified in the Graduate Catalog by the title "Extension Specialist".

3 49. USDA personnel on the Graduate Faculty of Texas A&M University will be identified in the Graduate Catalog by the title "USDA Scientist".

4 11. Members, Associate Members, and Visiting Members will be listed in the Graduate Faculty section of the Graduate Catalog.

5 42. Only names of Members of the Graduate Faculty will be listed under the departmental headings in the Graduate Catalog.