Special Consideration Items
June 9, 2015

To: Graduate Council

From: Karen Butler-Purry  
Associate Provost for Graduate and Professional Studies

Re: Revisions to Graduate Faculty Membership Guidelines

To better reflect the evolution of Texas A&M University as a comprehensive institution, proposed revisions to the graduate faculty membership guidelines became necessary. Furthermore, the last major overhaul to the graduate faculty membership guidelines occurred in 1997. The University now includes large numbers of professional master’s degree programs, academic professional track faculties engaged in graduate education, several campus sites throughout Texas and an international campus in Qatar. We also enjoy program and faculty collaborations with other institutions, research organizations, hospitals and clinical organizations. These significant improvements render the current graduate faculty membership categories insufficiently flexible. In addition, verifying graduate teaching qualifications for graduate faculty occurs each semester through the Office of the Dean of Faculties and is no longer facilitated by the Office of Graduate and Professional Studies (OGAPS).

Below find a summary of the changes in the revised guidelines:

1. Addition of a newly titled “Graduate Committee Faculty” designation for individuals serving on graduate student advisory committees.

2. Revision of the Member, Associate Member, and Adjunct Member categories in the current guidelines into only one membership category: Member.

3. The nomination of an individual for the Member category includes designating the specific role(s) on graduate advisory committees [chair, co-chair, member] and type(s) of degree programs [master’s only; doctoral and master’s] in which the individual will serve graduate students in the particular nominating department or intercollegiate faculty. For example, a department may nominate a faculty to serve in chair, co-chair, and member roles on advisory committees for master’s students in that department.

4. The nomination process and eligibility for Tenured and Tenure-Track Faculty to serve in all roles on graduate advisory committees remained the same.

5. Revision of minimum qualifications and descriptions of the nomination process for (1) Academic Professional Track Faculty and Professional Staff of TAMU, TAMUS Agencies and affiliated hospitals and clinical organizations, and (2) Faculty and Professional Staff Employed by Other Institutions and Organizations to serve in the Member category on the graduate committee faculty.

6. Editorial changes only made to the Special Appointment category guidelines.
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. Additional requirements are subject to the review and approval of the Associate Provost for Graduate Studies. The following sections discuss the various categories of Graduate Faculty. 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 Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups appointed by the Associate Provost for 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 Associate Provost for Graduate Studies.

The Graduate Faculty is composed of Members, Associate Members, Adjunct Members, and Special Appointments. Members and 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, from 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 is always initiated by the head of the appropriate academic department of Texas A&M University in College Station and is processed as discussed in the following sections.

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 Graduate Instruction Committee or by administrative assignments in graduate education. The Graduate Council expects that all Deans and Department Heads will regularly review 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 lack of 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. The four categories of membership are: 1) **Member**, 2) **Associate Member**, 3) **Adjunct Member**, and 4) **Special Appointment**.

**Members**

**Eligibility**

Tenure track and tenured faculty members of Texas A&M University are eligible to participate as **Members** of the Graduate Faculty under criteria and guidelines as established by each college or department on the College Station campus. Appointment of an individual as a **Member** is accomplished by a letter of nomination from the head of a department on the College Station campus to the Associate Provost for Graduate Studies. In some cases, additional approval is required by the Dean or the Graduate Instruction Committee of the individual’s college.

A non-tenure-track individual employed by Texas A&M University, TAES, TAEX, TEES, TEEX, or TTI with professorial rank is eligible to participate as a **Member** of the Graduate Faculty. A person 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. A non-tenure-track individual is nominated by the head of the appropriate academic department in College Station 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 a 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 merits are 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 head of the academic department in College Station, through the College Graduate Instruction Committee and the College Dean to the Associate Provost for Graduate Studies.

A non-tenure-track individual employed by Texas A&M University at Qatar (TAMUQ) with professorial rank in engineering is eligible to participate as a **Member** of the Graduate Faculty of Texas A&M University (TAMU) following a letter of nomination from the TAMUQ Graduate Instruction Committee (the members of which shall be **Members** of the Graduate Faculty at TAMU) through the Dean/CEO of the TAMUQ campus and the appropriate administrative chain at TAMU to the Associate Provost for Graduate Studies.
Privileges

A Member of the Graduate Faculty, located at College Station, may teach graduate courses and serve as member, co-chair or chair of a graduate student’s Advisory Committee. Members located at the Texas A&M University Galveston Campus, Texas A&M University Qatar 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), with a Member as the other co-chair, of a graduate student’s Advisory Committee.

Associate Members

Eligibility

Any 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, TAEX, TEES, TEEX, or TTI who holds the highest earned degree common to that person’s discipline may be granted Associate Member status 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. In addition, employees of federal and state agencies located in the College Station area are eligible for Associate Member status. It is expected that a nominee for Associate Member status 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 merits are clearly established need not be measured by standard criteria.

Appointment to Associate Member status is accomplished by use of the Personal Record Form, initiated by the head of the academic department at College Station through the College Graduate Instruction Committee and the College Dean to the Associate Provost for Graduate Studies. A non-tenure-track individual is nominated by the head of the appropriate academic department at College Station 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 a 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 merits are 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 head of the academic department at College Station through the College Graduate Instruction Committee and the College Dean to the Associate Provost for Graduate Studies.

Privileges

An 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) with a Member as the other co-chair of a graduate student’s Advisory Committee.
Adjunct Members

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 previously, may be eligible for appointment to Adjunct Member status. In addition, individuals not located in College Station and not employed by Texas A&M University may be considered for Adjunct 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 head of an academic department in College Station.

Appointment of an Adjunct Member is accomplished by use of the Personal Record Form, initiated by the head of the academic department at College Station through the College Graduate Instruction Committee and the College Dean to the Associate Provost for Graduate Studies. A non-tenure-track individual is nominated by the head of the appropriate academic department in College Station 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 a 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 merits are 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 head of the academic department at College Station through the College Graduate Instruction Committee and the College Dean to the Associate Provost for Graduate Studies.

Privileges

An Adjunct Member of the Graduate Faculty may teach graduate courses and serve as a member or co-chair (but not chair) with a Member as the other co-chair of a graduate student’s Advisory Committee.

Special Appointment

There may be times when the head of an academic department in College Station 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, Associate Member, or Adjunct Member. In addition, qualified individuals from other universities, government or industry may be appointed in special cases to teach a graduate course or to serve on a student’s Advisory Committee.

These appointments are accomplished by use of the Personal Record Form, initiated by the head of an academic department in College Station to the Associate Provost for Graduate Studies with the individual’s resume attached. The department head should indicate if the Special Appointment status 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).
A qualified individual from another university, government or industry who holds Special Appointment status to the graduate faculty and who serves on a Graduate Advisory Committee is not counted toward the minimum number of graduate faculty necessary to form the committee.

Procedural Guidelines

1. Research staff who are on the Graduate Faculty of Texas A&M University and who hold payroll titles equivalent to the “Scientist” titles will be assigned by the Associate Provost for 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. 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. USDA personnel on the Graduate Faculty of Texas A&M University will be identified in the Graduate Catalog by the title “USDA Scientist”.

4. Individuals in the Member, Associate Member, and Adjunct Member categories will be listed in the Graduate Faculty section of the Graduate Catalog.

5. Only names of individuals in the Member category of the Graduate Faculty will be listed under the respective departmental headings in the Graduate Catalog.

*Effective beginning 1/27/12*
Graduate Faculty

The Graduate Faculty at Texas A&M University consists of the President, the Provost and Executive Vice President for Academic Affairs, the Associate Provosts, the Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups.

This document presents University policies and practices which Department Heads, Deans, and Intercollegiate faculties should use in nominating members to the Graduate Committee Faculty of Texas A&M University for participation on graduate student advisory committees, discusses the various roles of Graduate Committee Faculty, and describes the credentialing requirements for the Graduate Teaching Faculty. Departments, intercollegiate faculties, and colleges may have additional requirements that must be satisfied by individuals wishing to be recommended for appointment to the Graduate Committee Faculty. Additional requirements are subject to the review and approval of the Associate Provost for Graduate and Professional Studies.

Graduate Teaching Faculty

According to SACS guidelines, faculty teaching graduate and post-baccalaureate course work should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other factors that may be considered include a master's degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field; professional licensure or certification in a related field or profession, or significant professional, research or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements for graduate courses are automatically members of the Graduate Teaching Faculty.

The office of the dean of faculties assumes responsibility for verifying the teaching qualifications for faculty. Colleges and departments oversee hiring of graduate assistants who serve as instructors-of-record for undergraduate courses. The guidelines for all instructional faculty, including graduate teaching assistants, who are instructors of record for graduate and undergraduate courses at Texas A&M University and its two branch campuses, Texas A&M University at Galveston and Texas A&M University at Qatar are available at: http://dof.tamu.edu/sites/default/files/Faculty_Guidelines/Credentialing_Guidelines.pdf

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses such as 691 and other designated courses must also be members of the Graduate Committee Faculty.
Graduate Committee Faculty

Appointees to the Graduate Committee Faculty participate in the graduate degree programs of the University by serving on graduate student advisory committees. Individuals who have not been appointed to the Graduate Committee Faculty may not serve on student advisory committees unless special approval is granted by the Associate Provost for Graduate and Professional Studies.

Members of the Graduate Committee Faculty are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, TAEX, TEES, TTI; from employees of affiliated research organizations (such as USDA) located near Texas A&M campus sites, and from affiliated hospitals and clinical organizations.

Nomination for membership on the Graduate Committee Faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty, or dean of college (under special circumstances) of Texas A&M University and is processed as discussed in the following sections.

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

Membership on the Graduate Committee Faculty is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education. A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which s/he is pursuing a graduate degree or certificate.

The Graduate Council expects that all Deans, Department Heads and Chairs of Intercollegiate faculties will regularly review the Graduate Committee Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Committee Faculty on the basis of their lack of contribution to graduate education. If the chair of a student’s advisory committee voluntarily leaves the University and the student wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Committee Faculty, from her/his academic program and located on the respective Texas A&M University campus, to serve as the co-chair of
the committee. If the committee chair is on an approved leave of absence, s/he can remain as chair without a co-chair for up to one year with written approval of the Department Head or chair of intercollegiate faculty. Extensions beyond the one year period can be granted with additional approval of the Dean. The Department Head or Chair of intercollegiate faculty shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty, and the faculty member has the right to appeal his/her removal through the PPM 2.3.2.6 (Faculty Grievance Procedures).

The two categories of membership are: 1) Member, and 2) Special Appointment.

### Possible Roles of Graduate Committee Faculty

<table>
<thead>
<tr>
<th>Role</th>
<th>Master’s Only [MS or MA]</th>
<th>Master’s Only – [MEd, other Professional Masters]</th>
<th>Doctoral [PhD, DrPH]</th>
<th>Doctoral [EdD, Deng]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Co-Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Member</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Special Appointment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra member (non-voting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Members of Graduate Committee Faculty

#### A. Tenured and Tenure-Track TAMU Faculty

Tenured and Tenure-track (T/TT) faculty members of Texas A&M University are eligible to participate as members of the Graduate Committee Faculty under criteria and guidelines as established by each college or department. Also academic professional track faculty members employed by Texas A&M University at Qatar (TAMUQ) with appropriate professorial rank (assistant professor, associate professor, or professor) are eligible to participate as members of the Graduate Committee Faculty. The aforementioned faculty members may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students.

Appointment of a T/TT faculty member is accomplished through use of the Personal Record Form by the head of a department, chair of a intercollegiate faculty group, or dean of a college. Nominations of T/TT faculty members who are not adloc’d to a graduate degree-granting unit, to serve as chair or co-chair in a graduate degree-granting unit must come from the department head or chair of intercollegiate faculty for that graduate degree-granting unit. Appointment of a academic professional track faculty member employed by Texas A&M University at Qatar
(TAMUQ) with appropriate professorial rank (assistant professor, associate professor, or professor) is accomplished through use of the Personal Record Form and letter from the TAMUQ Graduate Instruction Committee (the members of which shall be members of the Graduate Committee Faculty at TAMU) through the Dean/CEO of the TAMUQ campus and the appropriate administrative chain at TAMU.

**B. Academic Professional Track Faculty and Professional Staff of TAMU, TAMUS Agencies, and Affiliated Hospitals and Clinical Organizations**

An academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations is eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students with appropriate approval.

Appointments of these academic professional track individuals and professional staff are accomplished through use of the Personal Record Form and a letter, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General qualifications for serving on advisory committees for master’s students only

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for master’s students only are described below each role in the following section.

**Chair role:**

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for master’s students.

(a) has an earned master’s or terminal degree
(b) has actively served on a graduate student’s advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
(c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
(d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, TAEX, TEES,
TTI; or affiliated hospitals and clinical organizations with professorial rank
(e) located near cities of Texas A&M and branch campuses (except for online programs).

Co-Chair role:
The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master’s students.

(a) has an earned master’s or terminal degree
(b) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
(c) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, TAEX, TEES, TTI; or affiliated hospitals and clinical organizations.

Member role:
The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master’s students.

(a) has an earned master’s or terminal degree, or an earned bachelor’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

2. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Chair role:
The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for doctoral students.
(a) has an earned doctoral or terminal degree
(b) has actively served on a graduate students’ advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
(c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
(d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, TAEX, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank
(e) located near cities of Texas A&M and branch campuses (except for online programs).

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

(a) has an earned doctoral or terminal degree
(b) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
(c) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, TAEX, TEES, TTI; or affiliated hospitals and clinical organizations.

Member role:

The following minimum qualifications must be met for eligibility to be eligible to serve in the member role on advisory committees for doctoral students.

(a) has an earned doctoral or terminal degree, or an earned master’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

C. Faculty and Professional Staff Employed By Other Institutions and Organizations

Faculty and Professionals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of master’s and doctoral students with appropriate approval.
Appointments of the aforementioned individuals are accomplished through use of the Personal Record Form and a letter, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General qualifications for serving on advisory committees for master’s students only

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are described below each role in the following section.

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master’s students.

(a) has an earned master’s or terminal degree
(b) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master’s students.

(a) has an earned master’s or terminal degree, or an earned bachelor’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

2. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.
Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

(a) has an earned doctoral or terminal degree
(b) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students.

(a) has an earned doctoral or terminal degree, or an earned master’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

Special Appointments

There may be times when the head of an academic department or chair of intercollegiate faculty wishes to have qualified individuals serve [such as, from another university, government or industry] on a student’s Advisory Committee without being permanent members on the Graduate Committee Faculty. An individual serving as a Special Appointment on a student’s Advisory Committee is not counted toward the minimum number of Graduate Committee Faculty necessary to form the committee.

These appointments are accomplished by use of the Personal Record Form, and a letter, initiated by the head of an academic department or chair of intercollegiate faculty to the Associate Provost for Graduate and Professional Studies with the individual’s resume attached. The letter should state the merits of the individual being nominated and a list of the specific student advisory committees on which the individual will serve.
May 20, 2015

MEMORANDUM

TO: Dr. Karan Watson, Provost and Executive Vice President

THROUGH: Dr. Bob Strawser, Faculty Senate Speaker

THROUGH: Dr. Mark J. Zoran, Graduate Council Chair

FROM: Dr. Karen L. Butler-Purry, Associate Provost for Graduate and Professional Studies

SUBJECT: Graduate Faculty Guidelines and Procedures

The Office of Graduate and Professional Studies requests approval of the attached revisions to the Graduate Faculty Guidelines and Procedures.

Attachment
The proposed revisions of the graduate faculty membership guidelines are needed to reflect the comprehensive institution we have become since the last major overhaul of the guidelines in 1997. We now have large numbers of professional master's degree programs, academic professional tract faculties engaged in graduate education, several campus sites throughout Texas, a campus in Qatar, and program and faculty collaborations with other institutions, research organizations, hospitals, and clinical organizations. As a result, the graduate faculty membership categories no longer provide the flexibility needed. Also, graduate teaching qualifications for graduate teaching faculty are now being verified each semester by the office of the dean of faculties and not through membership on graduate faculty.

In the revised guidelines, a newly titled “graduate committee faculty” is introduced for individuals serving on graduate student advisory committees and includes two membership categories, member and special appointment. Individuals serving in the member category are nominated for the specific role(s) on graduate advisory committees [chair; co-chair; member;] and types of degree programs [master's only; doctoral and master's] in which they will serve. Also individuals serving in the special appointment category will continue to be extra non-voting members of graduate student advisory committees.