

Graduate Faculty

Academics & Research – Academics & Instruction

Academic Policy 303-26

Effective: June 5, 2024

Authority: University President

Proponent: Academic Senate

Summary: This policy describes assessing and obtaining graduate faculty status at Eastern Washington University.

History: This policy was approved by the Academic Senate on March 12, 2018 and adopted by the President on April 5, 2018. This policy supersedes Appendix A of the Graduate Affairs Council Policy Manual dated May, 2011 and the previous policy dated October 6, 2015. Changes were recommended for approval by Academic Senate on February 26, 2024, and approved by the President on June 5, 2024.

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Chapter 1 – General

1-1. Policy

Graduate faculty status is required to teach graduate courses, direct master's theses, chair graduate committees, serve as a second member of a graduate committee or serve as a field supervisor.

Chapter 2 – Graduate Faculty

2-1. Appointments

There are four types of graduate faculty appointments: Primary Graduate Faculty, Secondary Graduate Faculty, Affiliate Graduate Faculty and Graduate Affairs Council Representatives (GACRs).

2-2. Terms

Primary Graduate Faculty, Secondary Graduate Faculty, GACR, and Affiliate Graduate Faculty appointments are valid for five years from the date of approval, with the exception of probationary three-year Primary Graduate Faculty appointments for newly hired assistant professors and lecturers.

2-3. Responsibilities

- a. Primary Graduate Faculty:
 - (1) Create and revise the graduate curriculum;
 - (2) Teach graduate courses;
 - (3) Direct graduate research;
 - (4) Supervise graduate student field experiences; and

(5) Participate in graduate degree committees as chairs, second or third members. By default, the third member also is the GACR on the committee.

- b. Secondary Graduate Faculty:

- (1) Teach graduate courses;
- (2) Supervise graduate student field experiences; and
- (3) Participate in graduate degree committees as second or third members.

- c. Affiliate Graduate Faculty

- (1) Supervise graduate student field experiences; and
- (2) Participate in graduate degree committees as non-voting fourth members (Not the GACR).

- d. Graduate Affairs Council Representatives

Graduate Affairs Council Representatives can serve as graduate degree committee thirds. These GACRs serve as the Graduate Affairs Council's agent to ensure the integrity of the thesis defense and maintain the tradition of the "open examination."

2-4. Emeritus Faculty

Faculty members with active Primary or Secondary graduate faculty status at the time that they are awarded emeritus status may request permanent Secondary graduate faculty status. Such requests must be made by the chair of said faculty's department via a memo to the Graduate Studies Office. Faculty holding exempt graduate faculty status at the time of their retirement are ineligible to receive permanent Secondary Graduate Faculty status.

Chapter 3 – Eligibility

3-1. Primary Graduate Faculty

- a. Candidates for Primary Graduate Faculty status must:
 - (1) Hold an earned doctorate or other degree that is considered a terminal or professional degree by the academic department; and

(2) Have demonstrated effective teaching¹ at the undergraduate and/or graduate level; and

Have a record of active scholarship, research or artistic creation². b. Newly hired faculty are eligible for a probationary three-year appointment as Primary Graduate Faculty based on holding an earned doctorate or other terminal or professional degree.

3-2. Secondary Graduate Faculty

Faculty members are eligible for recommendation for Secondary Graduate Faculty status if they:

1) Hold an earned doctorate or other advanced degree considered appropriate for teaching graduate courses by the academic department; and

2) Have demonstrated effective teaching¹ at the undergraduate and/or graduate level; or

Have a record of professional experience appropriate to the faculty member's field³

3-3. Affiliate Graduate Faculty

Qualified individuals external to the university are eligible for Affiliate Graduate Faculty status if they hold an earned doctorate, or other degree considered terminal within their field and have relevant and current professional experience.

3-4. Graduate Affairs Council Representative

Faculty members are eligible for Graduate Affairs Representative status if they hold an earned doctorate, or other degree considered terminal within their field.

3-5. Eligibility Exemptions

In extraordinary circumstances, departments or programs may request an exemption to the eligibility requirements for either Primary or Secondary Graduate faculty status.

Faculty who are granted an exemption will be provided two years of graduate faculty status at the level requested by the department. Faculty members may be granted only one exemption in any ten year period.

Chapter 4 - Published Standards and Procedures

Academic departments with graduate programs or which provide supporting faculty for other graduate programs must develop standards and procedures for

¹ Teaching effectiveness is demonstrated by meeting or exceeding the departmental standard used for awarding tenure and promotion over the preceding five academic years.

² Scholarship, research or artistic creation is demonstrated through completion of at least two activities identified as approved

recommending faculty for Primary, Secondary, Affiliate Graduate faculty or GACR status.

Department procedures must identify the supporting documents that are required for each request. Department procedures should also provide specific examples of documents that could be used to demonstrate the faculty member's: teaching effectiveness¹, scholarship, research or artistic creation², and/or professional experience³.

Department procedures must be approved by the dean and submitted to the Graduate Studies Office as a component of the department and/or college policies and procedures.

Department procedures should include standards and processes covering both granting and revocation of graduate faculty status.

Chapter 5 - Procedures

5-1. Department Recommendations

Department recommendations to grant or revoke graduate faculty status must be prepared in accordance with approved department procedures and include appropriate supporting documentation.

Recommendations that include a request for exemption to eligibility requirements (per § 3-5) must also include relevant documentation supporting the request for exemption.

Recommendations must be sent through the Provost (or designee)'s office, to the Program Development and Review Committee (PDRC).

5-2. Program Development and Review Committee

The PDRC reviews department recommendations based on appropriate eligibility criteria and provided documentation and makes its recommendations to the Provost (or designee).

a. Requests to Grant Graduate Faculty Status:

Upon review, PDRC may recommend approval or denial of the department's recommendation; PDRC may also recommend a different graduate faculty appointment.

If the PDRC recommends a different graduate faculty status appointment, it shall contact the submitting department to seek the department's concurrence.

for tenure and promotion within the departmental policies and procedures. Completion of these activities must occur during the five years preceding application for graduate faculty

³ Professional experience is demonstrated through a minimum of three years of employment or service in a particular field directly related to the course(s) assigned to the faculty member.

The PDRC shall forward its recommendation to the Provost (or designee).

b. Requests to Revoke Graduate Faculty Status:

When reviewing a recommendation to revoke graduate faculty status, the PDRC must meet with the faculty member to discuss the recommendation. The PDRC will then make its recommendation to the Provost (or designee).

5-3. Provost (or designee) Approval

The Provost (or designee) shall review the materials related to each request and shall approve or deny the PDRC's recommendation.

The Provost (or designee) then informs the PDRC and the submitting department of the decision. In cases requesting the revocation of graduate faculty status, the Provost (or designee) shall also inform the faculty member.

5-4. Appeals

a. Appeals of Department Decisions

Faculty who are denied graduate faculty status by the department may appeal, in writing, through the Provost (or designee), to the Program Development and Review Committee.

Appeals must include the supporting documents required for all department recommendations, as specified in the department's procedures. Appeals must also include a statement from the faculty member describing why they believe the department's denial was in error.

Upon receipt of such an appeal, the Provost (or designee) will request a statement from the department describing the department's position. The Provost (or designee) will add the department's statement to the appeal and forward it to the PDRC. If the department does not provide a statement within 20 calendar days, the Provost (or designee) will note it in the appeal and forward it to PDRC.

Appeals under this section will then follow the same procedures for PDRC review and Provost (or designee) approval as described in sections 5-2 and 5-3.

b. Appeals of Provost (or designee) Decisions

A faculty member or department who disagrees with the Provost (or designee)'s decision may appeal the matter to the Graduate Affairs Council.

Appeals may only be submitted by the faculty member who is the subject of the graduate faculty recommendation, or by the department that submitted the recommendation.

Appeals must be made in writing, through the Provost (or designee)'s office, to the Graduate Affairs Council and must include all relevant supporting material.

Appeal requests must be submitted in writing to the Provost (or designee) within 20 calendar days of receipt of the Provost (or designee)'s decision.

The full GAC will vote on the appeal and notify the Provost (or designee) of the outcome. The GAC has the final authority in all graduate faculty appointments.

The Provost (or designee) will inform the department/faculty member of the result.

5-5. Revoked or lapsed Graduate Faculty Status

Faculty with revoked or lapsed graduate faculty status may no longer be scheduled to teach graduate courses or participate in new graduate degree committees. If a faculty member is participating in graduate degree committees when their status is revoked or lapses, then the faculty may continue in their role on those committees until the student completes their degree. Such students shall be informed the lapse or of the decision to revoke graduate status by the Provost (or designee) and will be provided an opportunity to alter their degree committee if they wish.