GUIDELINES AND PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT TO THE GRADUATE FACULTY

RECOMMENDATION FOR GRADUATE FACULTY STATUS

By completion of the required “Request for Appointment to Graduate Faculty” form (paper copies are available from the Graduate School Office; a printable form is also available through the Committee on Graduate Studies web page at http://www.westga.edu/~cogs) and supplying appropriate supportive documents including an up to date curriculum vita, Department chairs recommend individuals for appointment to the graduate faculty through their College Dean. Should the chair’s College Dean approve their recommendation, the Dean then signs the appointment form and forwards it and the faculty member’s credentials to the Graduate School Dean. The Graduate Dean then forwards the “Request for Appointment to Graduate Faculty” form and supporting materials to the Dean of The Graduate School who will collect the dossiers to deliver to the chair of the Subcommittee for Graduate Faculty Membership of the Committee on Graduate Studies. The Subcommittee considers each faculty members’ credentials and makes a recommendation for appointment or no appointment to the Committee on Graduate Studies. Should the Committee on Graduate Studies vote to approve an individual’s appointment to the graduate faculty, the Dean of the Graduate School then considers each faculty member’s materials and other information such as comments from Subcommittee and/or Committee on Graduate Studies’ members and renders a decision for approval or disapproval. The decision of the Dean of the Graduate School, the recommendations of the Subcommittee on Graduate Faculty Membership, and the actions of the Committee on Graduate Studies may be appealed to the Vice President for Academic Affairs.
All persons recommended for appointment to graduate faculty status must possess a terminal degree in field (normally the doctorate) and hold the rank of Lecturer, Senior Lecturer, Instructor or Assistant Professor or higher at the University of West Georgia (WebMBA faculty are fully qualified faculty at other University System of Georgia institutions who are excepted from this policy). Faculty may be recommended for Temporary, Initial or Regular graduate faculty appointments. Only full-time University of West Georgia faculty are eligible for appointments to the Regular graduate faculty. The same procedure will be used for initial appointments and requests for reappointment to the graduate faculty, with department chairs initiating the process. Part-time Temporary faculty are appointed on a yearly basis. Departments/Colleges may institute levels of review other than those generally described in this document. For example, individuals recommended for graduate faculty status by department chairs in the Richards College of Business (RCOB), must first receive approval by the RCOB Graduate Committee before the faculty member's file can be transmitted to the RCOB Dean.

**INITIAL APPOINTMENT TO GRADUATE FACULTY STATUS**

All persons recommended for appointment to graduate faculty status must possess a terminal degree in field (normally the doctorate) and hold the rank of Lecturer, Senior Lecturer, Instructor or Assistant Professor or higher at the University of West Georgia (WebMBA faculty are fully qualified faculty at other University System of Georgia institutions who are granted an exception to this policy since they have met the requirements to be part of the graduate faculties of their own institutions). Those appointed to graduate faculty status for the first time must show promise of scholarly
productivity. As of fall semester 2002, full-time UWG faculty receiving initial appointments to the graduate faculty will be appointed for a period of three years. At the end of the three year period, the faculty member will be evaluated to determine if s/he should receive an appointment to Regular graduate faculty status. The three year period will coincide with the three year review period for tenure track faculty. At the end of the three year period, the faculty member may be recommended for Regular graduate faculty status or may be reappointed to Temporary graduate faculty status at for one year intervals. No more than two such appointments will be granted.

QUALIFICATIONS FOR APPOINTMENT TO TEMPORARY GRADUATE FACULTY STATUS

All persons recommended for appointment to Temporary graduate faculty status must possess a terminal degree in field (normally the doctorate) and hold the rank of Lecturer, Senior Lecturer, Instructor or Assistant Professor or higher at the University of West Georgia (WebMBA faculty are fully qualified faculty at other University System of Georgia institutions who are granted an exception to this policy since they have met the requirements to be part of the graduate faculties of their own institutions). Part-time faculty are eligible only for Temporary graduate faculty status. Under extraordinary circumstances, where the demand for part-time faculty in a certain knowledge area outstrips the availability of individuals with terminal degrees and/or individuals with certain experiences make them peculiarly qualified to teach certain courses, the Committee on Graduate Studies may consider granting specific, time-limited exceptions to those individuals to teach certain courses. In each of these cases, the Department Chair or the Dean will submit evidence of these extraordinary circumstances.
QUALIFICATIONS FOR APPOINTMENT TO REGULAR GRADUATE FACULTY STATUS

All persons appointed to regular graduate faculty membership must hold a doctorate or other in-field terminal degree, hold the rank of Lecturer, Senior Lecturer, Instructor or Assistant Professor or higher, and meet the qualifications outlined for these ranks in the University’s “Policies and Procedures for Tenure and Promotion.” Graduate faculty are expected to demonstrate competencies in three areas: (a) scholarly competence, (b) professional achievement, and (c) teaching competence. Teaching competence will be validated by a letter from the chair of the faculty member’s department.

REVIEW OF REGULAR GRADUATE FACULTY

Tenured Regular graduate faculty members will be evaluated at the time of their post-tenure review (normally after five years in rank at UWG) and receive separate recommendations from the Department Chair for reappointment to the graduate faculty. To be reappointed, faculty members must present evidence that they have continued and extended their scholarly activities, taught graduate courses, and maintained other credentials since their appointment to the graduate faculty. These achievements may be documented through updated vitae and yearly evaluations according to the appropriate College’s plan for professional growth and development.

The review process begins with the department chair and proceeds as for initial appointment. A faculty member whose achievements do not merit reappointment may be reevaluated annually for reinstatement on the graduate faculty. These faculty members will either receive no appointment or a Temporary appointment. Temporary appointments will be granted for one year periods, not to exceed three years.
IMPLEMENTATION

The above policies will be phased in as follows:
1. New appointments to the graduate faculty for Regular or Temporary membership will be made according to the qualifications and procedures outlined in this document.
2. Beginning Spring Semester 2003 and proceeding each year thereafter, all graduate faculty eligible for post-tenure review at that time will also be reviewed for reappointment to the graduate faculty.