

Graduate Faculty Membership
College of Education and Human Services

Guidelines for Graduate Faculty Membership
College of Education and Human Services

There are two levels of graduate faculty membership -- regular and associate.

I. Regular Membership

A. Function

- Regular members may teach graduate courses.
- Regular members may advise graduate students.
- Regular members may chair student's committees or direct master's and doctoral research, theses, and dissertations.

B. Minimum Criteria for Membership

- Regular members must hold appointments in tenure-track positions.
- Regular members must hold either a terminal degree or have demonstrated equivalent scholarly or creative achievement as defined by their school or college.
- Regular members must demonstrate a sustained pattern of achievement during the previous three years which meets all three standards of graduate faculty membership specified in section VI.

II. Associate Membership

A. Function

- Associate members with a terminal degree may perform the same functions as regular members except they may not chair doctoral student committees or direct doctoral student research.
- Associate members with a terminal degree may co-chair doctoral student advisory and dissertation committees along with a regular member of the graduate faculty who serves as chair.
- Associate members without a terminal degree may perform the same functions as regular members except they may not chair graduate student committees (masters and doctoral) or direct graduate research, thesis, and dissertations.

B. Minimum Criteria for Membership

- Associate members must demonstrate achievements during the previous three years relevant to all three standards of graduate faculty membership specified in section VI.

III. Exceptions

Persons with special qualifications who do not meet the standards for associate or regular membership may be appointed to the graduate faculty for a term specified by the Associate Provost for Graduate Academic Affairs. These individuals must follow the same procedures for review, approval, and continuation as a regular or associate member of the graduate faculty.

IV. Exclusions

No candidate for a degree at West Virginia University may be a regular or associate member of the graduate faculty of CEHS.

V. Application for Graduate Faculty Membership

This process described herein pertains to new applications for regular or associate membership, and to membership renewals.

Applicants will prepare a statement which addresses all three standards listed in Section VI (see APPLICATION COVER LETTER FOR GRADUATE FACULTY MEMBERSHIP). The statement should be limited to two typed pages. This statement should be reviewed at the program/departmental level, approved by the department chair, and then submitted to the Academic Affairs Committee.

The Academic Affairs Committee will evaluate applications for initial or continuing membership, and for reclassification from associate to regular membership. Action will be one of three possibilities: (1) approve, (2) return for more information, or (3) reject with reasons stated.

VI. Graduate Faculty Membership Standards

A. Active Scholarship

The faculty member has consistently engaged in scholarly activities during the previous three years. Indicators should include peer reviewed publications and presentations, research and writing, development of grant proposals, funded projects or evaluation projects. Other indicators include editor, reviewer, referee of articles or grant proposals, and creative and artistic endeavors.

B. Contributions to the Field of Study

The faculty member has consistently contributed to his/her field of study during the previous three years. Indicators include development of curricular and instructional models, curriculum implementation projects, evaluation projects, teaching graduate courses, recognition of creative achievement, post-doctoral fellowships, production of new knowledge, leadership or other prominent involvement in professional organizations, and dedication to education.

C. Mentoring Experience

The faculty member has consistently shown concern for students. Indicators include quality of advising and mentoring, facilitating learners' scholarly development, member and chair or co-chair of doctoral committees, and creating professional experiences for learners.

VII. Graduate Faculty Membership Review

A. Triennial Review

Using the application procedures specified in section V, individual faculty will apply for continuation of graduate faculty membership at the end of their term of appointment as defined in section VIII. The Academic Affairs Committee will review the application and decide whether to continue or discontinue the faculty member's current level of graduate faculty membership.

B. Evaluation Criteria

The letters from applicants for graduate faculty membership who meet the minimum criteria specified in section I or II will be evaluated by the Academic Affairs Committee to determine eligibility for regular or associate membership. While a sustained pattern of activity in each area is optimal, activities conducted within the previous three years will be the basis for graduate faculty status considerations.

This determination will be based on whether, in the judgment of the Academic Affairs Committee, the achievements described in the letter of application meet all three membership standards specified in section VI. In order to meet graduate faculty membership standards, achievements must be deemed sufficient to meet the usual and customary standard for members of the graduate faculty in CEHS by peers in the annual review process, and by the Academic Affairs Committee. Applicant's achievements must also meet any unique requirements which might be specified in letters of appointment, annual reviews, or other pertinent documents.

VIII. Term of Appointment/Renewal Deadline

Graduate faculty members' term of appointment begins on the date when the Academic Affairs Committee formally approves their application. For the purposes of determining expiration of appointments, however, length of service will be dated from January 1 of the year in which the graduate faculty membership was approved.

Application for renewed appointment to the graduate faculty must be completed by November 30 of the third year following the year of initial appointment or subsequent renewals. Membership will expire on December 31 of that year.

IX. Reactivation

Former members whose appointments have lapsed may reapply for graduate faculty membership at any time.

X. Expiration Notices

Each September, the Academic Affairs Committee will notify faculty whose graduate faculty membership will expire that year. Each department chairperson will receive a memorandum listing department faculty whose graduate faculty membership is scheduled to expire.

XI. Appeals

If an application for graduate faculty membership is rejected, the faculty member may appeal to the CEHS Academic Affairs Committee. If not satisfied with the first step of review, the faculty member can appeal to the Faculty Executive Committee, which will recommend a course of action to the Academic Affairs Committee. The Academic Affairs Committee will re-evaluate the application, and if the matter still is not resolved to the satisfaction of the faculty member, the faculty member may appeal to the Dean.

University Level Appeal Process:

Appeals regarding graduate faculty membership classification shall be handled through grievance procedures identified in section 5.8.2 of the [West Virginia University Faculty Handbook](#).

XII. Monitoring

The Associate Dean for Academic Affairs or a designee will:

- Keep records of faculty membership.
- Notify faculty in their third year of membership that they are due for renewal.

For information on graduate faculty status,

http://graduatecouncil.wvu.edu/university_graduate_faculty_information