

## **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 students' committees and direct master's and doctoral research, theses, and dissertations.

#### B. Minimum Criteria for Membership

- Regular members must hold appointments in tenure-track positions, full-time non-tenure-track positions or faculty-equivalent 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 present evidence of continuing scholarly research. This evidence should illustrate ability to mentor doctoral-level research. Criteria include **two or more** publications in major peer-reviewed journals or publication of reviewed major works (i.e., scholarly books and/or book chapters within major works, such as handbooks) during the three-year period prior to application.
- Individuals who do not meet these criteria but would like to be considered for regular membership may apply for an exception as described in section IV.

### **II. Associate Membership**

#### A. Function

- Associate members **with** a terminal degree may perform the same functions as regular members except they may not independently chair doctoral student committees or direct doctoral student research. They may direct and chair undergraduate and master's level research and co-chair doctoral student advisory and dissertation committees.
- 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 present evidence of continuing scholarly research during the previous three-year period. Criteria include **two or more** of the following scholarly research activities: refereed publications, invited and/or competitively-selected presentations.
- Individuals who do not meet these criteria but would like to be considered for associate membership may apply for an exception as described in section IV.

## III. Retired WVU Faculty or Non-WVU Personnel

Retired faculty members may continue to reapply for graduate faculty membership in accordance with the College of Education and Human Services Policy on Roles of Retired and Emeritus Faculty Members on Student Committees (quoted below).

Graduate faculty members who leave WVU may continue to serve on current student committees in accordance with the College of Education and Human Services' Policy on Roles of Retired and Emeritus Faculty Members on Student Committees (quoted below).

**CEHS Policy:  
Roles of Retired and Emeritus Faculty Members  
on Student Committees, Adopted October 6, 2015**

1. Faculty members who retire from the University are required to step down as chair of any student committee, including those convened for advising, candidacy examination, thesis, or dissertation. Retired and emeritus faculty members may continue in the role of co-chair with a regular graduate faculty member in the students' program area or department, who will serve as lead co-chair.
2. Retired and emeritus faculty members should serve as co-chair on no more than three committees of any type, at any time.
3. Retired and emeritus faculty members are not eligible to serve as co-chairs of any student committee beginning 24 months from their date of retirement. They may continue to serve as committee members for a period of 36 months from their date of retirement.

## IV. Exceptions for Membership

Individuals 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 Dean of Research and Graduate Education. A request for an exception will be reviewed by the Chair of the annual review committee, the Department Chairperson, and the CEHS Academic and Student Affairs Committee. The recommendation, along with supporting documentation (e.g., a letter from the Department Chairperson) justifying the request for exception, will be sent to the Associate Dean of Research and Graduate Education for review. These applicants must follow

the same procedures for review, approval, and continuation as a regular or associate member of the graduate faculty.

## **V. Exclusions**

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

## **VI. Application for Graduate Faculty Membership**

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

Applicants will prepare an application which addresses the standards listed in Sections I or II (see CEHS Graduate Faculty Membership Application Form). The application should be limited to one typed page plus one signature page. This statement should be reviewed at the program/departmental level, approved by the department chair, and then submitted to the Academic and Student Affairs Committee.

## **VII. Graduate Faculty Membership Review**

The Academic and Student Affairs Committee will evaluate applications for initial or continuing membership, and for reclassification of membership (e.g. from associate to regular). Action will be one of the following possibilities: (1) approve, (2) return for more information, (3) reject with reasons stated, or (4) in the case of exceptions, forward the application for review by the appropriate personnel.

### **A. Triennial Review**

Using the application procedures specified in section VI, 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 and Student 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**

Applications for graduate faculty membership will be evaluated by the Academic and Student 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 and Student Affairs Committee (or the appropriate personnel for exception), the achievements described in the application meet all the standards specified in section I or II. 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 and Student Affairs Committee.

Applicants' 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 and Student 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 department chairperson will receive a memorandum listing department faculty whose graduate faculty membership is scheduled to expire in the calendar year.

### **XI. Appeals**

If an application for graduate faculty membership is rejected, the faculty member may appeal to the CEHS Academic and Student Affairs Committee. If not satisfied with the first phase of re-review, the faculty member can appeal to the Faculty Executive Committee, which will recommend a course of action to the Academic and Student Affairs Committee. The Academic and Student 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 Graduate Education 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://graduate.wvu.edu/faculty-staff/graduate-faculty-information>