



Idaho State University

POLICIES AND PROCEDURES

Graduate Faculty

ISUPP 4100

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Graduate Faculty*

Responsible Executive (RE): *Vice President for Academic Affairs and Provost*

Sponsoring Organization (SO): *Office of Academic Affairs*

Dates: Effective Date: *August 2001*

Revised: *N/A*

Review Date: *August 2006*

I. POLICY STATEMENT

The Graduate Faculty Policy outlines the policy and procedures for faculty to earn graduate faculty status.

II. AUTHORITY AND RESPONSIBILITIES

The Office of Academic Affairs has the authority and responsibility to update and review this policy as necessary in consultation with the faculty.

III. PROCEDURES TO IMPLEMENT

A. Appointment

Appointments to the Graduate Faculty are approved by the State Board of Education upon recommendation by the President. Recommendations are made after approval of the Council of Academic Deans and the Graduate Council. Nominations presented to the Graduate Council must be made by the chairperson of the department or the dean of the

college if the college has no departmental units. Nominations require approval of the majority of the Graduate Faculty members of the department or college.

Appointment to the Graduate Faculty is reserved to individuals who possess the highest degree usually earned by scholars in the candidate's particular field and have demonstrated professional productivity and scholarly maturity. Ordinarily a candidate for graduate faculty status must be affiliated with the University as a full-time faculty member or as an adjunct faculty member for one year. In those cases in which a fully qualified faculty member has an appointment with another university with which ISU has a cooperative program, the one year affiliation may be waived. (See Bylaws of the Graduate Faculty). Individuals given Graduate Faculty status who are not employed by the University but are adjunct faculty or employed by another university are Graduate Faculty At-Large.

B. Responsibilities of Graduate Faculty

Graduate faculty members elect the membership of the Graduate Council with the exception of one at-large member appointed by the Dean of Graduate Studies. Graduate Faculty members are expected to serve as graduate faculty representatives on thesis and dissertation defense committees or final examination committees for those graduate students with a non-thesis option for the degree. Graduate faculty who sponsor graduate students in degree programs serve as major advisors and supervise theses and masters papers. Departmental graduate faculty determine the adequacy of a student's credentials for admission into graduate degree programs and the adequacy of the student's academic performance for retention in a graduate degree program within the regulations established by the Graduate Council.

C. Privileges of Graduate Faculty

Graduate faculty may teach graduate level courses, serve on graduate student thesis and dissertation committees, serve as a major advisor for graduate students in graduate degree programs, serve as members of graduate students' examining committees in interdisciplinary degree programs or graduate degree programs with a non-thesis option, serve as members of the Graduate Council and vote in general meetings of the graduate faculty.

D. The Graduate Council

The Graduate Council is the policy-making body of Graduate Studies. Membership on the council is determined by elections within each college of the University except for one member-at large appointed by the Dean of Graduate Studies. The Council approves all courses offered for graduate credit and curricula for graduate degrees; approves regulations and requirements for each graduate program; receives and acts upon all petitions for waiving regulations and requirements for graduate programs; approves all new

graduate programs; approves requests by departments and/or colleges for assignment of non-graduate faculty to graduate faculty responsibilities such as graduate student examining committees and teaching courses which carry graduate credit. The Graduate Council reports to the Council of Academic Deans and submits its actions to the Council of Academic Deans for approval.