POLICIES AND PROCEDURES FOR GRADUATE FACULTY APPOINTMENTS

CAS Graduate Faculty Membership Committee

The purpose of the Graduate Faculty Membership Committee is to ensure that faculty across the College of Arts and Sciences (CAS) who teach and mentor graduate students are qualified to do so. The College is dedicated to delivering quality graduate education; this committee participates in a concerted effort within CAS to bring credibility and visibility to graduation education in CAS at Saint Louis University. Efforts to maintain high standards of the graduate faculty will help ensure quality in the delivery of graduate education. The governing assumption of the Committee is that faculty who teach graduate students have active research programs and/or possess relevant professional experience; however, initial assessment of eligibility and qualifications is best carried out at the departmental level by the department chair. The Committee’s main task is to ensure that departmental standards are applied consistently across the College. Such assurances are expressed by a majority vote of the members of the Committee. Its secondary task is to hear appeals from faculty members concerning adverse decisions by the department regarding appointment to the Graduate Faculty. In addition, department chairs who determine that a faculty member within their department no longer qualifies for membership must notify the Associate Dean for Graduate Education and the faculty member in writing, setting out the reasons for denying or terminating membership. The faculty member may then appeal as set out below in the appeals process.

The CAS Graduate Faculty Membership Committee is composed of a chair plus six members of the CAS graduate faculty; the latter are elected during the regular spring elections of the Faculty Council. The six members are distributed as follows: two members from each disciplinary division of the College: Humanities, Social Sciences and Natural Sciences. The term of service is two years with at least one member from each of the three areas appointed each year. A member may serve two consecutive terms; reelection for further terms is possible after sitting out for at least one year. The Committee chair shall be selected by the Committee each spring from among the Committee members who are rotating off the Committee (including the current Chair). The Dean and Associate Dean for Graduate Education are ex-officio members.

The Committee understands that when a new faculty member is hired, in some cases s/he will need to be approved immediately. Department chairs may submit nominations until the day of the Committee meeting by filling out the nomination form accompanied by the Chair’s letter of recommendation and a brief statement of the department’s criteria for graduate faculty status (i.e. research or professional experience). The Committee meets within two weeks of the start of classes each semester to evaluate credentials of the candidates who have been nominated and to vote on their appointments. A majority vote of the members present constitutes approval. In the event of a tie, the Chair will cast the deciding vote. Upon receiving the Committee’s approval, the Associate Dean for Graduate Education makes the appointment by notifying the faculty member and department chair. S/he also forwards a list of appointed faculty showing their departments and level of appointment (master’s or PhD) to the President of the Faculty Council. Appointments are effective immediately upon notification. Scanned copies of the approved nomination packets are maintained in the office of the Associate Dean for Graduate Education.
Categories of the Graduate Faculty

There are three categories of appointment to the Graduate Faculty: Graduate Faculty Instructor, Graduate Faculty Master’s Mentor, and Graduate Faculty PhD Mentor. To be eligible to teach graduate courses, an instructor must have at least the status of Graduate Faculty Instructor. All recommendations for appointment must use the “Graduate Faculty Appointment Form” available on the CAS website.

Graduate Faculty Instructor

Faculty may be appointed at the Instructor level for a three-year period; such appointments may be renewed via a new nomination. GFI appointments are made by the Associate Dean upon recommendation by a department chairperson and do not require approval by the Membership Committee. This category is intended for the occasional adjunct instructor or for long-term non-tenure track faculty who teach at the graduate level. It may also be used to bridge a time gap before an appointment is possible of a new full time tenure track faculty member to one of the other two categories. All GFI appointees are expected to have extensive professional experience or an active research agenda, as determined by the Chair. In the Department Chair’s endorsement, s/he may make the case for an exception to this expectation. Graduate Faculty Instructors may serve on master’s and PhD oral and written examination committees and thesis/dissertation committees, but may not direct master’s theses or PhD dissertations. The Associate Dean will report Graduate Faculty Instructor appointments to the Office of the Vice President for Academic Affairs.

Qualified faculty members from other institutions, non tenure-track faculty who have expertise not available within the Graduate Faculty, and others who are not members of the Graduate Faculty of Saint Louis University, may be approved by the Associate Dean on an ad hoc basis to serve on master’s and PhD oral and written examination committees and on master’s thesis and dissertation committees. Such appointments may be requested by a letter from the department chair or the chair of the student’s thesis or dissertation committee describing the individual’s qualifications. The letter must be accompanied by the individual’s curriculum vitae. The Associate Dean will report ad hoc appointments to the appropriate candidacy advisor in the office of Graduate Education; the report must include a copy of the appointee’s CV.

Graduate Faculty Master’s Mentor

Pre-requisites for appointment as a Graduate Faculty Master’s Mentor usually include:

- full-time appointment;
- rank of assistant professor or higher;
- possession of the doctorate or the appropriate terminal degree in the field;
- evidence of participation in scholarly activity commensurate with prevailing standards in the discipline, e.g. research, clinical work, publication, performances, grantsmanship, paper presentations, professional service.
Graduate Faculty Master’s Mentors are entitled and expected to take part in the following functions:

- teach graduate-level courses in their field;
- advise graduate students;
- participate on master’s and PhD oral and written examination committees and on master’s thesis or dissertation committees;
- direct master’s theses.

**Graduate Faculty PhD Mentor**

CAS recognizes the extreme importance of the PhD mentor in assuring the quality of doctoral student research. In addition to satisfying the criteria and expectations for the category of Graduate Faculty Master’s Mentor, the committee seeks specific evidence for a candidate’s qualifications to direct dissertation research, e.g. experience directing Master’s theses and service on dissertation committees. Nominations to PhD mentor status should provide evidence of a substantial research agenda of published scholarly contributions, clinical work, or performances, commensurate with prevailing standards of the candidate’s discipline. In the absence of such evidence, it is incumbent on the Department Chair to provide alternative explanations in support of the appointment.

**Appointment Renewals**

Graduate Faculty Instructor appointments must be renewed at three-year intervals, as described in the relevant section above. Appointments as Graduate Faculty Master’s Mentor and Graduate Faculty PhD Mentor are renewable in connection with the Academic Program Reviews of each department, which are usually conducted every five years. After the Academic Program Review has been completed, the Department Chairperson should submit recommendations for renewal to the Membership Committee via the Associate Dean as outlined above.

**Appeals Process**

Faculty members who have been denied membership on the Graduate Faculty may write a letter of appeal to the Associate Dean for Graduate Education, which will be considered by the Committee within 30 days of receipt of the appeal. The Committee will vote and communicate its decision to the Associate Dean, who will notify the faculty member and the Department Chair. The Department Chair may propose reinstatement at any time by writing a letter to the Associate Dean. The Committee will then vote at its next regularly scheduled meeting at the beginning of the subsequent semester whether to reinstate the faculty member and will notify the Associate Dean of its decision. The Associate Dean will then notify the Department Chair and the faculty member.