

Graduate Faculty Membership Policy

Office of Graduate Studies
Texas A&M University–San Antonio

Graduate Faculty Membership

1. The Graduate Council is responsible for approving applications for membership as graduate faculty.

The Graduate Faculty shall consist of two categories of membership:

- (1) Full membership approved for a period of 5 years, and
- (2) Temporary approved membership for a period of 3 years.

In all graduate faculty categories, members must have demonstration of commitment to the academic community, institution, discipline, and students. In addition, they must possess a high level of competence in teaching.

At the full membership category in particular, the faculty must demonstrate research capability and competence in directing independent investigation.

2. Full membership in the Graduate Faculty will be limited to faculty members who:

- a. hold full-time university assignment at the tenured or tenure-track level
- b. hold a terminal degree in their field of specialization
(In special cases, the Graduate Council may recommend full membership in the Graduate Faculty.),
- c. will be teaching one or more graduate level courses once membership is granted, **and** have taught at least one graduate course in the past.
- d. provide evidence of current scholarly, intellectual, and/or creative activities.

Full members of the Graduate Faculty will show evidence of ongoing discipline- appropriate scholarly, intellectual, and/or creative activities. Such evidence includes, but it not limited to:

- 1) publication in a refereed journal
- 2) grants received
- 3) book chapters
- 4) books
- 5) patents
- 6) software

Other examples of acceptable tangible evidence of productive scholarship may be considered by submitting a request in writing to the Graduate Council at least one month prior to the application deadline.

3. Temporary membership to the Graduate Faculty shall be limited to persons who:

- a. are not on the regular Texas A&M University-San Antonio faculty OR are on the regular faculty and do not meet the requirements of Full membership.
- b. hold a terminal degree in their field of specialization or equivalent experience or expertise,
- c. will teach one or more graduate level courses.

4. Graduate Faculty Membership Duties and Terms:
 - a. Duties of full members shall include teaching graduate level courses, serving as members on masters thesis committees, and chairing masters' thesis committees.
 - b. Duties of temporary members shall include teaching graduate level courses and serving as members of on masters thesis committees.
 - c. Appointment to **Full Membership** on the graduate faculty is for a term of five years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.
 - d. Appointment to **Temporary Membership** on the graduate faculty is for a term of three years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

5. Application Process: Full Membership
 - a. Requests for either type of Graduate Faculty Membership should be initiated by the Department Chair or may be initiated by the faculty.
 - i. If initiated by the faculty, the request shall be submitted to the Department Chair.
 - ii. If the Chair agrees, the Department Chair will submit the request, together with the Chair's recommendation, to the College Dean.
 - iii. Once the College Dean agrees and approves, the request must be forwarded to the Graduate Council for review.
 - iv. This request will be initiated by submission of the Application form for Graduate Faculty Membership to the Graduate Studies.
 - b. Application renewals will be due prior to termination of the current membership.

6. Application Process: Temporary Membership
 - a. The Department Chair, with the approval of the departmental faculty, initiates the approval process by submitting the Graduate Faculty Application form to the College Dean.
 - b. Once the College Dean agrees and approves, the request must be forwarded to the Graduate Council for review and approval of an adjunct faculty member to teach a specific course or courses.
 - c. Adjunct faculty must have the approval of the Graduate Council before they teach said course(s).
 - d. In an emergency situation, the Department Chair may appoint an adjunct faculty member to teach a graduate level course. The Department Chair shall submit a written statement to the Graduate Council explaining the action.

