

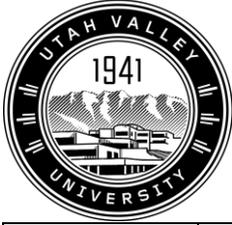
UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title: 655 <i>Graduate Faculty</i> (Temporary Emergency)		
Existing Policy Number and Title:		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input checked="" type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

*See UVU Policy #101 *Policy Governing Policies* for process details.

Draft Number and Date:	_____	Stage 2, Temporary Emergency, April 23, 2015
President's Council Sponsor:	_____	_____ Ext. 8048
Policy Steward:	_____	_____ Ext. 6493

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>03/12/2015</u></p> <p>University Entities Review Entrance Date: <u>Not applicable</u></p> <p>University Community Review Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u></p> <p>Board of Trustees Review Entrance Date: <u>04/23/2015</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>



POLICY TITLE	Graduate Faculty (Temporary Emergency)	Policy Number	655
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of Graduate Studies		

1.0 PURPOSE

1.1 As Utah Valley University expands its graduate degree programs, it is essential that the University identify qualified graduate faculty and establish a Graduate Council to oversee the development and administration of these programs. The purpose of this policy is to establish the appointment criteria, appointment processes, and activities of graduate faculty and the responsibilities and function of the Graduate Council.

2.0 REFERENCES

2.1 Northwest Commission on College and Universities' *Standard 2*, Sections 2.C.12 through 2.C.15

2.2 Utah State Board of Regents' Policy R312 *Configuration of the Utah System of Higher Education and Institutional Missions and Roles*

2.3 Utah State Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

3.0 DEFINITIONS

3.1 Graduate faculty: Those qualified and approved to teach 5000- and 6000-level courses.

4.0 POLICY

4.1 UVU has qualified graduate faculty who teach graduate courses and may participate in the development and administration of graduate programs.

4.2 Appointment Criteria for Graduate Faculty



4.2.1 Graduate Faculty Full Member

4.2.1.1 To qualify to become a graduate faculty full member, a salaried, benefits-eligible faculty member or academic administrator with faculty status must have, at minimum, the following credentials:

- 1) An earned terminal degree in an appropriate discipline;
- 2) A record of recent effective teaching, as determined by the college/school academic dean and department chair (may be waived for those who have no prior teaching experience);
- 3) A continuing record of scholarship, as determined by the college/school academic dean and department chair; and
- 4) A continuing record of service, as determined by the academic dean and department chair.

4.2.1.2 Adjunct instructors are not eligible to be appointed as graduate faculty full members.

4.2.2 Graduate Faculty Associate Member

4.2.2.1 To qualify to become a graduate faculty associate member, a salaried, benefits-eligible faculty member, academic administrator, or adjunct instructor must have, at minimum, the following credentials:

- 1) An earned terminal degree in an appropriate discipline;
- 2) A record of recent effective teaching, as determined by the academic dean and department chair (may be waived for those who have no prior teaching experience); and
- 3) One of the following:
 - a) A continuing record of scholarship, as determined by the college/school academic dean and department chair, or
 - b) Recent, significant, and relevant work-related experience, continuing professional education, or other criteria, as determined by the academic dean and department chair, that demonstrates that the individual is current in the area in which he or she will be teaching.

4.2.3 Graduate Faculty Professional Member

4.2.3.1 Tenured or tenure-track faculty members are not eligible to become graduate faculty professional members. To qualify to become a graduate faculty professional member, a non-



tenured or non-tenure track, full-time faculty member or adjunct instructor must have, at minimum, the following credentials:

- 1) An earned master's degree in a discipline related to the fields of teaching;
- 2) Professional experience that is current, substantial (in terms of duration and level of responsibility), and clearly linked to the field in which the person is expected to teach, as determined by the academic dean and department chair;
- 3) Qualifications that meet the program's accreditation standards for graduate faculty, where applicable as determined by the academic dean and department chair; and
- 4) A record of recent effective teaching, as determined by the academic dean and department chair (may be waived for those who have no prior teaching experience).

4.3 Individual College/School-Specific Graduate Faculty Requirement

4.3.1 In addition to the appointment criteria outlined in this policy, individual colleges and schools may have additional requirements in their specific programs for graduate faculty.

4.4 Duties of Graduate Faculty

4.4.1 Graduate faculty full members may serve on the Graduate Council, teach graduate courses in their respective department/program, serve on or chair advisory (including thesis) committees of graduate students, and participate in other matters concerning graduate education within their respective college/school and the University.

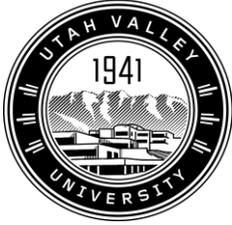
4.4.2 Graduate faculty associate members may teach graduate courses in their respective department/program and serve on advisory (including thesis) committees of graduate students.

4.4.3 Graduate faculty professional members may teach graduate courses in their respective departments. Graduate faculty professional members shall teach no more than one-third of the 5000- and 6000-level credit hours for the graduate degree or graduate certificate. Graduate faculty professional members may serve on advisory (including thesis) committees of graduate students with the approval of the department chair, dean, and Director of Graduate Studies.

4.4.4 Typically, only graduate faculty shall teach 5000- and 6000-level courses. Exceptions shall be approved by the college/school dean and the Director of Graduate Studies.

4.5 Graduate Council

4.5.1 Graduate Council members shall be graduate faculty full members. Graduate Council members shall be elected under the direction of the Faculty Senate by the salaried, benefits-



eligible faculty in each academic college/school. Terms of members shall be three years and shall be staggered.

4.5.2 The Director of Graduate Studies shall be the chair of the Graduate Council.

5.0 PROCEDURES

5.1 Function of Graduate Council

5.1.1 The Graduate Council shall perform the following functions:

- 1) Formal approval of appointments to the graduate faculty;
- 2) Formal approval of college/school criteria for graduate faculty;
- 3) Formal approval of all new graduate program proposals as part of the university curriculum process;
- 4) Formal approval of all substantive and non-substantive graduate program change proposals, including changes in program delivery format deemed substantive;
- 5) Review of graduate programs as part of academic program review. A subcommittee of the Graduate Council, including a representative of the reviewed program, may perform the review;
- 6) Recommendation of policies and procedures for graduate programs;
- 7) Consultation with support departments regarding the needs of graduate programs;
- 8) Mentoring faculty and departments who are developing new graduate degrees or certificates;
- 9) Establishment of committees, as needed, to further graduate education; and
- 10) Completion of special assignments as directed by the Director of Graduate Studies.

5.2 Appointments to Graduate Faculty

5.2.1 The applicant for graduate faculty status shall complete and sign a *Graduate Faculty Application Form*.

5.2.2 The department chair shall review and approve or disapprove the application. The dean shall review and approve or disapprove the application. Approved applications shall be sent to Graduate Council for review.



5.2.3 The Graduate Council shall review the application and approve or disapprove the application. The Graduate Council may also request additional information before making a decision. The Director of Graduate Studies shall notify the faculty member, department chair, and college/school dean of the decision taken by the Graduate Council.

5.3 Appointments to Graduate Council

5.3.1 Faculty Senate representatives for the respective college/school shall notify the dean of nominations for Graduate Council. The department chair and college/school dean shall review nominations for Graduate Council. The dean shall inform Faculty Senate representatives of the names of the nominees who satisfy graduate faculty criteria and who are eligible for the ballot. Faculty Senate representatives for the college/school shall conduct the election. Elections shall typically be held in the spring for a term of three years. Newly elected members shall begin service at the beginning of the subsequent Fall semester.

5.3.2 Each academic college/school shall have one graduate faculty full member serve as a voting member of Graduate Council. One graduate student appointed by the Utah Valley University Student Association shall serve as a voting member of Graduate Council. The Director of Graduate Studies or designee shall vote only when there is a tie vote. The Senior Vice President for Academic Affairs shall assign a designee to serve as an ex officio member of Graduate Council.

5.3.3 Graduate Council meetings shall be held during the academic year, as determined by the Director of Graduate Studies.

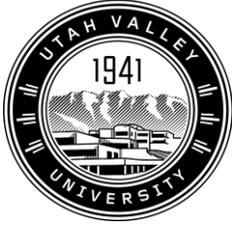
5.4 Review of Graduate Faculty Requirement

5.4.1 Prior to the establishment of graduate faculty in each college/school and every three years thereafter, graduate faculty in each college/school shall develop and/or review specific graduate faculty eligibility requirements for teaching, scholarship, and service.

5.4.2 The Director of Graduate Studies and Graduate Council shall approve newly developed college/school graduate faculty requirements and shall review and approve existing requirements every three years.

5.5 Review of Graduate Faculty Status

5.5.1 The Director of Graduate Studies and Graduate Council shall review salaried, benefits-eligible faculty and adjunct instructors for graduate faculty status every three years to ensure that individual college/school graduate-faculty requirements are consistently and fairly applied within each college/school.



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5.5.2 On a yearly basis, deans of the respective colleges/schools in conjunction with department chairs, shall evaluate eligible faculty, academic administrators, and adjunct instructors to determine which college/school requirements have been met, and whether meeting the requirements qualifies the individual for full, associate, or professional graduate faculty status. The annual review for faculty members may be used to assist in this procedure. The dean shall then forward the recommendations to the Director of Graduate Studies, who submits recommendations to Graduate Council.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity