

**GEORGIA SOUTHERN UNIVERSITY  
COLLEGE OF GRADUATE STUDIES**

**Application deadlines are October 15<sup>th</sup> and February 15<sup>th</sup>**

**GUIDELINES FOR GRADUATE FACULTY APPOINTMENT**

**I. CRITERIA FOR INITIAL APPOINTMENT**

Criteria for initial appointment to the Graduate Faculty include the following:

- A. Possession of the terminal degree (as defined by the discipline) from an appropriately accredited institution.
- B. Faculty or administrative appointment at the rank of Assistant Professor or above to be eligible for Associate or Full Graduate Faculty status.
- C. An identified programmatic connection with graduate course work and a commitment to participate in the graduate program, including advising responsibilities and directing student research
- D. Competency in teaching.
- E. Professional productivity as demonstrated by publications; research; other scholarly and creative activities; and department, college, or university service.

**II. TYPES OF MEMBERSHIP**

**A. FULL OR ASSOCIATE**

A faculty member meeting the criteria for initial appointment may receive an appointment as either a full or associate member of the Graduate Faculty. The Graduate Committee will recommend, based on an evaluation of the applicant's credential as documented on the application form, the classification of the initial appointment.

**1. FULL**

A faculty member who has demonstrated proficiency in graduate teaching, established a record of research and publication or creative activity, directed graduate student research, and served on graduate committees is eligible for full membership. Because graduate student research requirements are discipline specific, faculty expectations in this area will vary from discipline to discipline. Experience and competence in the areas indicated above may have been established at GSU or at other universities and must be demonstrated over an extended period of time (minimum of three years). A faculty member with full graduate faculty status may teach graduate courses, direct theses and dissertations, and chair and serve as a member of graduate student committees.

**2. ASSOCIATE**

A faculty member who has demonstrated competency or promise in graduate teaching, scholarly research and publication or creative activity, directed graduate student research, and served on graduate committees but who lacks extensive contributions or an extended record of competence in these areas is eligible for associate member status. A faculty member with associate graduate faculty status may teach graduate courses, serve on theses and dissertation committees, and serve as a member of graduate student committees. A faculty member with associate graduate faculty status may apply for full graduate faculty appointment at any time providing the application is submitted by the application deadline.

**3. TEMPORARY**

A faculty member with rank of lecturer, part-time status, or a member of the community who has special competencies for conduct of the departmental graduate program (such as teaching a graduate course on a one-time basis) may be recommended for temporary membership to the Graduate Faculty. A individual holding temporary graduate faculty status

may teach graduate courses and serve on theses, dissertation and graduate student committees. Temporary graduate faculty status is appointed for a term not to exceed one year or as determined by the dean of the College of Graduate Studies.

### **III. APPOINTMENT PROCEDURES**

#### **A. FULL OR ASSOCIATE**

1. The faculty member must complete an application for appointment and forward this document along with a current curriculum vitae to the applicants school/department director/chair. The school/departmental director/chair will write a letter of support or non-support of the application. The letter must address the criteria for appointment. The school/department director/chair will forward the application documents along with his/her letter of recommendation to the college dean. The college dean will then forward his/her letter of recommendation along with the applicant's application documents and school/department director/chair recommendation to the dean of the College of Graduate Studies.
2. Applications for Graduate Faculty membership must be submitted to the dean of the College of Graduate Studies by the application deadlines approved by the Graduate Committee to be considered for review. Applications will be reviewed by the Graduate Faculty Subcommittee of the Graduate Committee. Upon approval of the recommendation by the Graduate Committee, the nomination is forwarded to the dean of the College of Graduate Studies who makes the Graduate Faculty appointment.
3. The dean of the College of Graduate Studies will inform the applicant and his/her director/chair and dean of the respective college of the application decision and effective appointment date.
4. Upon retirement, a graduate faculty member's appointment remains active at the rank at the time of retirement, for no more than five (5) years after retirement. A graduate faculty member honored with emeritus status is granted Associate Graduate Faculty status with no expiration date.

#### **B. TEMPORARY**

An applicant for temporary appointment must submit a completed application for temporary membership and a curriculum vita to the school/department director/chair. The curriculum vita and the school/department director's/chair's written recommendation are then forwarded to the dean of the College of Graduate Studies who approves or denies the request.

### **IV. EXCEPTIONS**

Requests for exceptions to the policies and procedures stated herein must be submitted to the dean of the College of Graduate Studies for approval.