GRADUATE FACULTY STATUS GUIDELINES
Approved by Graduate Council Spring 2008

The following changes have been proposed and enacted by the Graduate Council, the Office of Research and Graduate Studies, the Graduate College, and the Provost’s Office for three primary reasons:

1) To make it easier for tenure-track and tenured full time faculty to obtain graduate faculty status, consistent with the goals and practices of major research institutions;
2) To ensure high quality graduate education and faculty supervision/mentoring of graduate students;
3) To allow for more flexibility in order to better support both graduate education and research.

As you will see below, there is some decentralization of guidelines and requirements to Colleges; thus this system will only work properly if department/school faculty, Chairs, and Deans enact appropriate criteria and exercise their proper authority in reviewing full and associate graduate faculty.

Each department, school, and/or college must define the criteria they will use to determine graduate faculty status. Graduate faculty status defines who may work with graduate students by:

- Supervising thesis/dissertation research
- Supervising Professional Paper projects
- Serving on student committees
- Teaching graduate courses

Department and/or school graduate faculty members, the dean of the college, and the dean of the Graduate College must approve these criteria before they are implemented.

Each department or school will need to revise their guidelines/handbooks to reflect these changes. If departments/schools have included text in their departmental bylaws pertaining to this issue they will also need to be revised accordingly.

**General Requirements for Full Graduate Faculty Status**

Current full time faculty members and professional staff who are employed by UNLV but do not presently have Full Graduate Faculty status can be granted those rights and privileges if they meet all of the following requirements:

a. They are tenured or are tenure-track;
b. They have the terminal degree in their field;
c. They have some experience with graduate student instruction and/or mentorship;
d. They meet criteria established by their departments/schools graduate faculty and Chair, and the Dean of their college;
e. They apply for Full Graduate Faculty status according to proper procedures;
f. Their applications are approved by their Chair, College Dean and the Graduate College Senior Associate Dean or Dean.

**Full Graduate Faculty Status**

The Graduate College will maintain a list of faculty members who are approved to function as Full Graduate Faculty members. Departments and schools must, however, immediately notify the Graduate College whenever they hire new faculty members who meet the criteria specified above and fit one of the classifications below. To do so, the Chair should submit a Full Graduate Faculty Status (FGFS) application, with the nominee's CV attached, to Dean Korgan in the Graduate College. Once the application for FGFS is reviewed, approved, and signed-off by Dean of the Graduate College, the faculty member and department will be notified via email. The new Full Graduate Faculty member will have the following privileges depending on their status/category:

**Newly Hired Full-time Tenured/Tenure-Track Faculty with a Terminal Degree in their Field**

*Note: In Architecture a 5-year B.Arch followed by a post-professional M.Arch, a D.Arch. or a Ph.D. is considered the terminal degree; similar combinations of degrees may represent a terminal degree in other fields as well, depending on professional norms and standards of the discipline*

- Joint appointments – may supervise graduate students in both departments.
- May serve as chair or committee member of graduate student advisory committees in home department(s).
- May serve as Graduate College Representative on graduate student advisory committees.
- May teach graduate level courses.

**Faculty in Residence**

- May serve as co-chair of graduate student advisory committees as long as the other co-chair is a full time tenured or tenure-track faculty member from the student’s home department.
- May serve as Graduate College Representative on graduate student advisory committees.
- May teach graduate level courses.

**Research Faculty Members (e.g. staff at Harry Reid Center, DRI, Nevada Cancer Institute, tge EPA, etc., who possess terminal degrees, are productive researchers and are nominated)**

- May NOT serve as Graduate College Representative on advisory committees.
- May serve as co-chair of graduate student advisory committees as long as the other co-chair is a full time tenured or tenure-track faculty member from the student’s home department.
- May teach graduate level courses.
Contract Faculty within the Law School

- Automatically approved to teach graduate level courses.
- May NOT serve as Graduate College Representative on advisory committees.
- May serve as co-chair of graduate student advisory committees as long as the other co-chair is from the student’s home department.
- May chair committees in a graduate program if jointly tenured or tenure-track in that department.

President’s Cabinet Who Possess Terminal Degree

- Automatically granted Full Graduate Faculty status.
- May teach graduate level courses.
- May serve as Graduate College Representative on advisory committees.
- May serve as co-chair of graduate student advisory committees as long as the other co-chair is from the student’s home department.
- May chair committees in the department in which s/he is tenured.

Dental School Faculty Who Possess Terminal Degree

- Automatically approved to teach graduate level courses.
- May NOT serve as Graduate College Representative on advisory committees.
- May serve as co-chair of graduate student advisory committees as long as the other co-chair is from the student’s home department.
- May chair committees in a graduate program if jointly tenured or tenure-track in that department.

Doctor of Nursing Practice (DNP)

- May serve as co-chair of graduate student advisory committees as long as the other co-chair is a full time tenured or tenure-track faculty member from the student’s home department.
- May NOT serve as Graduate College Representative on advisory committees.
- May teach graduate level courses.

Retired Faculty/Faculty Emeritus/Faculty Who Have Left UNLV

- With approval from the college dean, chair of the department, and senior associate dean or dean of the Graduate college, former faculty (who had Full Graduate Faculty Status upon their departure) may continue to serve as Chair or committee members on graduate student advisory committees they were on prior to leaving UNLV.
- These requests will be reviewed on a case-by-case basis; sometimes an on-campus, tenured or tenure-track faculty member may be asked to co-chair graduate advisory committees with the former UNLV faculty member.
- May NOT serve as Graduate College Representative on advisory committees.
- With approval from the college dean, chair of the department, and senior associate dean or dean of the Graduate College, former faculty (who had Full Graduate Faculty Status upon their departure) may continue to teach graduate level courses.
**Associate Graduate Faculty Status**

Certain individuals can be granted Associate Graduate Faculty status because they hold graduate, preferably but not always terminal, degrees and are employed as expert practitioners in their field of expertise. These include:

- Administrative Faculty or Professional Staff with terminal degrees who are not tenure-track or tenured in an academic unit;
- Non-UNLV faculty members;
- Licensed nurse practitioners;
- Registered architects;
- Clinical faculty;
- Part-time instructors who hold terminal degrees;
- Doctoral students who are supervised to teach Master’s level classes;
- Masters or Ed. Specialist degree holding professionals with experience teaching Master’s level courses;
- Post-doctoral scholars;
- Visiting professors, or non-UNLV professors who are here on sabbatical leave;
- Others, per case-by-case review and recommendation.

Individuals with Associate Graduate Faculty status may:

- Teach 500-, 600-, and/or 700-level classes within their practice area (note that doctoral classes may only be taught by those who have a doctorate);
- Serve on advisory committees (not as advisory committee chairs, but they may co-chair) up to the level at which they hold their terminal degree.

Procedures for granting Associate Graduate Faculty status remain unchanged (complete and sign the Associate Grad Faculty Status form, with CV attached), but different time frames will be put in place for different purposes:

- Individuals approved to teach graduate courses = 1 year
- Individuals approved to serve on an Masters or Ed. Specialist committees = 3 years
- Individuals approved to serve on doctoral committees = 5 years

Exceptions can be made for recognized leaders in a field who do not meet criteria spelled out above. These individuals can be granted Associate Graduate Faculty status if recommended by the graduate faculty members within the department they will serve, the dean of the college, and the senior associate dean or dean of the Graduate College.

Examples of these include:

- Nobel Prize winners
- Academy Award winners
- Pulitzer Prize winners
- Pritzker Prize winners
- Other prestigious award winners who are publically recognized for their expertise
**Departmental Assessment**

Departments must review all graduate faculty members’ scholarly productivity and mentorship of graduate students annually. All tenured and tenure-track graduate faculty members and professional staff are expected to maintain a record of sustained scholarly research and/or creative activity. Each department or school must establish criteria that delineate what constitutes an adequate record of sustained scholarly activity.

- Annual Evaluation Report
  - Untenured Graduate Faculty
    - Must receive a score of “Satisfactory” with regards to item #4 (Evaluation of progress towards tenure).
  - Tenured Graduate Faculty
    - Must receive a score of “Satisfactory” or higher. This indicates that their scholarly productivity is acceptable with regards to maintaining their graduate faculty status.

Successful and appropriate graduate student mentorship should also be a consideration; departments or schools must determine how to assess these accomplishments.

**Revocation of Graduate Faculty Status**

A faculty member’s Graduate Faculty Status shall be revoked if he/she:

- Lacks adequate scholarly productivity as defined within their department, and/or
- Has an absence of graduate teaching or mentorship over a period of five years, and/or
- Is deemed to have performed inadequately/inappropriately in his/her role.

Significant, documented complaints from graduate students, the Department’s Graduate Coordinator, other members of an Advisory Committee, or Graduate College Representatives serving on a student’s committee, as well as any “Unsatisfactory” ratings on a graduate faculty member’s Annual Evaluation should be evaluated by the departmental Chair and the Dean.

Review of graduate faculty status can be requested by the department/school’s personnel committee, or by the Chair and College Dean, per college guidelines. Any departmental or school vote on Graduate Faculty status should be conducted by the tenured members of the personnel committee who have Full Graduate Faculty status, and/or the tenured faculty who hold Full Graduate Faculty status. The committee, in consultation with the Chair and the Dean will decide if graduate faculty status is to be revoked.

If graduate faculty status is revoked, the Graduate College must be advised immediately so that the individual’s name is removed from the list of approved graduate faculty members. The faculty member may no longer teach graduate courses or serve on graduate student committees; committee change forms or memos will need to be submitted to replace the revoked graduate faculty member with another colleague on all graduate student committees.

Individuals who lose their Graduate Faculty status may reapply at the end of a five-year period that commences at the time Graduate Faculty status was revoked. The application process will follow department, school and college guidelines and must be approved by the senior associate dean or dean of the Graduate College.
Graduate Student Advisory Committee Guidelines

- All graduate students who defend a thesis/dissertation must have a minimum of three UNLV graduate faculty members from their home department and one Graduate College Representative from another department on their advisory committees.
- Graduate College representatives on graduate student advisory committees must hold Full Graduate Faculty Status.
- Graduate students may have committee co-chairs; however, one of the co-advisors must be a tenure-track or tenured faculty member in the student’s own graduate program/department, and one must have Full Graduate Faculty Status.