



Graduate Faculty Status Guidelines

Approved by the Graduate Council & GC Executive Committee, Spring 2018

Approved by the Executive Vice Provost & President's Office, Summer 2018

What is Graduate Faculty Status (GFS)?

Graduate Faculty Status is a prestigious position reserved for those who are highly engaged in creative, academic, and research activity as assessed by their department/school, College Dean, and Graduate Dean. It affords qualified individuals the privilege to teach, mentor, and advise graduate students as a member of the UNLV Graduate Faculty. You must obtain Graduate Faculty Status to be eligible to teach graduate courses, mentor/advise students, and serve on Graduate Advisory Committees (GACs).

The privileges associated with a person's GFS shall reflect: 1) her/his highest degree; 2) an assessment of qualifications by department peers, chair, and deans (academic and graduate), especially the individual's research, scholarship, and/or creative activities; and 3) their role(s) in graduate education.

Graduate Faculty Status (GFS) Policies & Processes

1. New tenure-track and tenured faculty in UNLV departments/schools with graduate programs should apply for Graduate Faculty Status as soon as possible after hiring. All other who wish to hold UNLV Graduate Faculty Status, including faculty from the NSHE Desert Research Institute, are welcome to submit an application to do so at any time. GFS does not expire for members of these faculty groups.*
2. Non-tenured, non-tenure track UNLV academic and administrative faculty members, Faculty in Residence (FIRS), Professors-in-Residence, Lecturers, Part-time Instructors (PTIs), qualified community members, and faculty members at other universities may also apply for GFS. Their application must be fully reviewed and GFS granted before engaging in any graduate level teaching, mentorship, or service on Graduate Advisory Committees. GFS is extended to members of these groups for five years, but departments or deans may terminate earlier.
3. Non-UNLV employees who apply for GFS are also required to submit a UNLV Volunteer packet and Personal Data Form. See below for additional information and required forms.
4. Members of the graduate faculty from professional schools, such as Law, Dental, Medical School, who hold terminal degrees in their fields may apply for GFS, including the privilege to act as the Graduate College Representative on GACs, so long as the

Law/Dental/Med school has at least one active member serving on the Graduate Council.

5. GFS is requested in, and approved by, the department/school. Graduate Faculty members typically hold this status in their “home” department/school, but may apply to hold GFS in other disciplines/departments if their academic training, professional experiences, and research/scholarship/creative activities qualify them as an expert in another field.
6. The Graduate Faculty Status application allows us to determine which levels of graduate students applicants may teach and which Graduate Advisory Committee roles s/he is eligible to hold. Please note that Graduate Faculty status is not related to professorial rank (i.e. Assistant Professor, Associate Professor, Full Professor).
7. Upon approval, GFS applicants will be assigned privileges in accordance with their status, degrees, and engagement with research/scholarship/creative activities as determined by their department colleagues and per their academic college and Graduate College guidelines.
8. GFS privileges will be organized as follows (GAC is Graduate Advisory Committee):
 - a. Doctoral GAC Chair All Levels -- Holds all privileges, including Graduate College Representative
 - b. GAC Member All Levels – And all privileges below below, including Graduate College Representative
 - c. GAC Chair Master’s Only – And all privileges below below, including Graduate College Representative
 - d. GAC Member Master’s Only – And all privileges below below, including Graduate College Representative
 - e. Graduate Instructor 1 -- Teaching all levels & may be an extra GAC member
 - f. Graduate Instructor 2 --- Teaching Master’s students only & may be an extra GAC member
 - g. Extra GAC Member only
9. Members of the Graduate Faculty should be aware of and regularly utilize the [UNLV Graduate Faculty Calendar](#) to stay abreast of important events and deadlines.
10. Graduate Faculty Status is closely related to UNLV guidelines regarding who can serve in which roles on student Graduate Advisory Committees (GACs). Please review our GAC guidelines here.

11. Tenured and tenure track faculty, as well as professors-in-residence with multi-year contracts and terminal degrees, who hold GFS in departments with graduate programs may qualify to serve as Graduate College Representatives.
12. UNLV faculty/lecturers/instructors with short term contracts, non-UNLV community members, and faculty at other universities may not serve as Graduate College Representatives, though they may serve as an Extra Member on a GAC.
13. Beginning in AY 2019-2020, all faculty applying for GFS will be required to complete an online webinar on topics critical to their successful graduate teaching and mentorship as part of the approval process, and all Graduate Faculty must renew their online training certification every 2 years to ensure that they are staying abreast of department, school, and Graduate College policies, procedures, and best practices. *Implementation subject to resources for training modules, delivery & tracking. May be incorporated into broader mandatory faculty training (Title IX, HR, etc.) in collaboration with HR and/or the Office of Research.*
14. GFS should be reviewed by departments and deans during faculty annual evaluations each year. The Graduate College will provide each department with a list of their graduate faculty annually in early January to facilitate department review.

How to Apply for Graduate Faculty Status

Please submit an application and curriculum vitae for review and approval by your academic department and then your College Dean. The Graduate College will receive applications for final review and approval by the Graduate Dean. The applications link is available at the [UNLV GFS page](#).

Applicants not employed by the Nevada System of Higher Education (NSHE) who do not have an NSHE ID must complete the [UNLV Volunteer packet](#) with their department and forward it to the Graduate College in order to be assigned an NSHE ID. Please note that an NSHE ID is required before an application can be submitted and GFS can be granted.

- o Volunteer Agreement Form: Section II: Disregard account information, it is not necessary for Graduate Faculty Status accounts. All other parts of Section II must be completed.
- o Personal Data Form: Employee Type: select 'Volunteer/Adjunct'

Annual Review of Graduate Faculty

Department/School Chairs review GFS annually as part of the faculty annual review process. At that time, GFS privileges are continued or modified, as appropriate. Members of the Graduate Faculty must receive a *Satisfactory* or better on their annual evaluations. Changes to GFS should be recommended by the Department/School Chair and the College Dean, and forwarded to the Graduate Dean for final review, determination, and implementation. To facilitate this annual review, the Graduate College will provide each department with a list of their graduate faculty annually by early January.

Graduate Faculty who are Leaving UNLV

Upon leaving the university, all Graduate Faculty members are required to complete a Graduate Faculty Leaving Form. This form allows Graduate Faculty to retain some Graduate Faculty responsibilities after their departure from UNLV if their request to do so is supported by their department/school, College Dean, and Graduate Dean. This process also help ensure that all current Graduate Advisory Committee, research, and mentoring commitments are fulfilled or appropriate replacements are assigned.

Termination of Graduate Faculty Status*

Graduate faculty status may be terminated at the recommendation of the faculty member's Chair, College Dean, and the Graduate Dean. Though a rare occurrence, termination of GFS may result if a faculty member is no longer research active, not actively engaged in high-quality graduate education, not providing appropriate mentorship to students, or for violations of process, policy, or law.