



UNIVERSITY OF GEORGIA

College of Environment + Design Policy and Procedures for Graduate Program Faculty

PART I: RATIONALE FOR THE GRADUATE PROGRAM FACULTY

In a large, complex, public university, faculty have many different responsibilities. Most of these tasks are related to one of the three components of the University of Georgia's mission "to teach, to serve and to inquire into the nature of things." This is a broad mission and all aspects are important in contributing to our state's growth and development.

In addition to being a land-grant and sea-grant university, the University of Georgia has been identified as a "doctoral university: highest research activity" in the Carnegie Classification of Institutions of Higher Education. This indicates that the University of Georgia is regarded as one of the 115 institutions in the United States that serves (i) the broad social purpose of producing new knowledge and (ii), through its training functions, developing future generations of scholars who will continue this mission.

The Graduate Program Faculty helps the College of Environment and Design fulfill both of these important roles, ensuring that research and professional skills are taught and that graduate students are supervised by those with preeminent research experiences, expertise, or professional skills. Because only a certain portion of the total faculty have such expertise, having the Graduate Program Faculty ensures that the direct supervision of student research, scholarship, and professional training (including theses and dissertations and the advanced training of practitioners) is performed by the faculty who are uniquely qualified to do so.

PART II: DEFINITION OF THE GRADUATE PROGRAM FACULTY

The quality of graduate programs and the enhancement of the reputation of the College of Environment and Design rests with the Graduate Program Faculty. The purpose of the Graduate Program Faculty is to provide advanced research and practical training and to supervise the research and professional skills development of graduate students. The Graduate Program Faculty shall consist of faculty with an earned doctorate or highest terminal degree from an accredited institution or who have equivalent professional experience in their discipline and who are tenure track faculty.

PART III: QUALIFICATIONS FOR MEMBERSHIP IN THE GRADUATE PROGRAM FACULTY

Members of the Graduate Program Faculty are entrusted with upholding the research and advanced practical training mission of the university. There are four principle intellectual criteria for any faculty member seeking membership.

1. Having obtained the highest terminal degree (e.g. MLA, MHP, or PhD) from an accredited institution in the faculty member's discipline or equivalent professional practice experience.
2. Are full-time tenure track faculty at the Assistant, Associate or Full Professor rank.

3. Demonstrate proficiency in conducting scholarly research and/or practice of the profession. Evidence of demonstrated proficiency includes but is not limited to:
 - 3.1. An active research agenda as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, patents, editorial work and/or creative activities appropriate to the various disciplines.
 - 3.2. Active practice of the profession, as indicated by professional licensure, consultations, performances, contracts, awards, prizes, and/or other certifications.
 - 3.3. Recognition of research and creative contributions by awards, prizes, and fellowships.
 - 3.4. Editorial work such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.
4. Members of the Graduate Program Faculty bear primary responsibility for teaching and training future generations of researchers, scholars, and practioners. Evidence of demonstrated proficiency in supervision includes one or more of the following:
 - 4.1. Successful prior supervision of student research or service as a major professor/advisor or committee member for theses, practicum, and/or dissertation.
 - 4.2. Successful prior supervision of practioners in academic or non-academic settings.

PART IV: RESPONSIBILITIES AND RIGHTS OF THE GRADUATE PROGRAM FACULTY

Members of the Graduate Program Faculty, through the representative Graduate Council, make key decisions pertaining to the quality of graduate education at the university. Primary responsibilities of Graduate Program Faculty members include:

- Serve as major professors to master and doctoral students.
- Teach 8000-9000 level courses.
- Serve as members of the Graduate Council.
- Vote for faculty as representatives to serve on the Graduate Council.
- Vote on appointment and reappointment of faculty members to the graduate Faculty in their academic unit.

PART V: PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT OF GRADUATE PROGRAM FACULTY

The Graduate Program Faculty are entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in this document (Section III, IV).

Following the recommendation of the Graduate Program Faculty, newly hired faculty may be recommended for Graduate Program Faculty appointment. This recommendation should appear in the letter of offer. Appointment to the Graduate Program Faculty becomes effective only following approval by the College and cannot begin until after the first day of employment. Faculty not recommended for appointment at the time of hire may be recommended at a later time.

In all cases, it is the responsibility of the College to notify the Graduate School of modifications to the Graduate Program Faculty. The Graduate School will maintain a list of current Graduate Program Faculty. The review and evaluation of materials for reappointment will be made by current members of the Graduate Program Faculty in the College during the third-year, tenure or promotion, or post-tenure or promotion review process.

If it is determined that Graduate Program Faculty status should be removed or revoked, refer to section VI for Removal/ Revocation of Graduate Program Faculty status.

The college criteria for appointment and reappointment to the Graduate Program Faculty include:

1. The attainment of a doctorate or highest earned terminal degree from an accredited institution in the faculty member's sub-discipline or equivalent professional experience.
2. At the review milestones mentioned above, the Graduate Program Faculty will evaluate the appointment or reappointment materials for a tenured or tenure-track faculty member who holds a position as a professor, associate professor, or assistant professor. This review will include the faculty member's scholarly activity, courses taught at the graduate level, participation on graduate student committees, and other mentoring activities the faculty member has engaged in since the last review.
3. The Dean's office will provide advance notification to individual faculty members regarding key dates and procedures for receipt and review of reappointment materials during the periodic review process.
4. In cases where Graduate Program Faculty status has been denied, the individual faculty member can appeal this decision to the Dean. The individual faculty member has the opportunity to appeal to the Appeals Committee of the Graduate Council, if the matter cannot be resolved at the unit level.
5. The Associate Dean of Academic Affairs and the Dean of the Graduate School will approve faculty members who are not members of the Graduate Program Faculty (e.g. academic professionals, lecturers, and clinical professors) to teach 6000 and 7000 level courses on a case-by-case basis. Approval must be granted the semester prior to instruction. The faculty member must have earned a doctorate or terminal degree in the teaching discipline to qualify.

PART VI: REVOCATION OF GRADUATE PROGRAM FACULTY STATUS

The responsibilities of Graduate Faculty can be found in the rationale section of the **Policies and Procedures for Appointment and Reappointment to the Graduate Faculty**. A member of the Graduate Faculty of the University of Georgia may have their Graduate Faculty status removed if they fail to meet any or all of the expectations outlined above, as assessed during the periodic review process. Procedures for the periodic review of Graduate Faculty are in Procedures for Appointment and Reappointment of the Graduate Faculty section of the policy document referred to above.

It is also possible for a member of the Graduate Faculty to have their Graduate Faculty status revoked by the dean of their college or school, the Dean of the Graduate School, the Provost, or the President outside the periodic review process. Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes any acts covered by the **UGA Non Discrimination and Anti-Harassment Policy**.

Procedures

1. When a graduate student or faculty member has a complaint about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Faculty member, the first course of action should be to try to resolve the complaint directly with the faculty member.
2. If the student/faculty member is unable to resolve the complaint with the Graduate Faculty member, then an oral or written complaint should be delivered to the unit head and/or the departmental graduate coordinator.
3. The unit head and/or graduate coordinator must investigate the complaint and work with the student/faculty member making the complaint (complainant) and the Graduate Faculty member.
4. The unit head and/or graduate coordinator must provide a written summary to the complainant and to the Graduate Faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue. A copy of this letter will be placed in the personnel file of the Graduate Faculty member.
5. If the unit head and/or graduate coordinator are unable to resolve the issue, then they must appoint a committee to investigate the complaint. The committee will consist of three Graduate Faculty members, at least one of whom must be from outside the unit.
6. The appointed committee must convene to review the complaint and to meet with all affected parties and provide a written assessment to the unit head and/or graduate coordinator with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the Graduate Faculty member against whom the complaint has been made, and a copy will be placed in the personnel file of the Graduate Faculty member.
7. In response to the recommendation from the committee, the unit head and/or graduate coordinator may initiate procedures for re-evaluation of the Graduate Faculty status of the faculty member against whom the complaint has been made.
8. Graduate Faculty in the academic unit will review and vote on the Graduate Faculty status of the faculty member and shall follow **Appointment and Reappointment procedures for recommendation to the Graduate Faculty** including consideration of all documentation associated with the recommendation.
9. The outcome of the Graduate Faculty vote together with a letter from the unit head and/or graduate coordinator and all documentation associated with the recommendation will be forwarded to the dean of the college/school.
10. The dean of the college/school will forward this information together with a letter of recommendation to the dean of the Graduate School.
11. The dean of the Graduate School will forward the information or review to the Appeals Committee of the Graduate Council. The committee will provide a recommendation to the dean, who will render a decision and notify all parties as to the resolution of the matter. If the decision results in revocation of Graduate Faculty status, then the dean will work with the academic unit to develop a plan of action that will allow the faculty member to reapply for Graduate Faculty status.
12. If Graduate Faculty status is revoked, the faculty member has the right to make an appeal against the decision to the Provost. This appeal must be made in writing within 14 days of the dean of the Graduate School providing notification of the removal of Graduate Faculty status. The Provost is the final arbiter of the decision to revoke Graduate Faculty status.

All investigations into complaints against Graduate Faculty must be dealt with expeditiously. Normally, there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote by the Graduate Faculty in the academic unit on the

Graduate Faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to informally resolve the complaint, the unit head and/or graduate coordinator may extend the time for formal review of the complaint.

Both the faculty member and the complainant have the right to seek the advice of an attorney, but attorneys are not authorized to participate in the dispute resolution process.

Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes he or she has been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the unit head and/or graduate coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.