Policy AA-UA-PO3

Graduate Faculty

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I. Section 4-201 Composition

The Graduate Faculty of U.T. Arlington is composed of persons of professorial rank who are qualified to participate in the graduate program by virtue of their scholarly and creative achievement, teaching effectiveness, and proficiency in supervision of graduate studies. It is composed of full members, special members, and special associate members.

II. Section 4-202 Full Membership

A. Any full-time faculty member of U.T. Arlington at the rank of Assistant Professor, Assistant Clinical Professor, Associate Clinical Professor, Associate Professor, Clinical Professor or Professor who is actively participating in a graduate program of the University may become a candidate for full membership in the Graduate Faculty. For this purpose, active participation means the continuing fulfillment of the requirements of section 4-201.

1. Nomination for Full Membership is accomplished by either of two means as the circumstances of the nominee dictate:

   a. Nomination of new full-time tenured and non-tenure track faculty hires by the relevant department chair, notifying the Dean of Graduate Studies of new tenured and tenure-track hires and listing terminal degree for review and final approval by the dean of graduate studies. New full-time, non-tenured, tenure-track faculty who do not hold the appropriate terminal degree in their field but who are ABD may be nominated as Special Members of the Graduate Faculty.

   b. Nomination of a candidate by the appropriate Committee on Graduate Studies or by any five full members of the Graduate Faculty; in the case of a nomination for full membership by five full members of the Graduate Faculty, the nomination shall be
referred to the appropriate Committee on Graduate Studies for
coment and such comment shall be considered by the Dean of
Graduate Studies before approval.

2. The criteria for nomination shall normally include:

   a. Status as a full-time faculty member at the rank of Assistant
      Professor, Assistant Clinical Professor, Associate Clinical
      Professor, Associate Professor, Clinical Professor, or Professor
      in a department offering a graduate degree program or actively
      participating in an interdisciplinary, interdepartmental,
      intercollege, or interinstitutional graduate degree program;

   b. A terminal degree in the field of teaching and research;

   c. Evidence of teaching and scholarly activities, including graduate
      theses and dissertations supervised, membership and offices
      held in learned and honorary societies, invited lectures and
      participation in symposia of national scope, editorships, and
      scholarly publications; and

   d. Other criteria as determined by the appropriate Committee on
      Graduate Studies.

3. Certification for Full Membership is accomplished by:

   a. Nomination as described in 1a or 1b.

   b. Approval by the Dean of Graduate Studies

4. Members of the Graduate Faculty formerly known as Associate will
   become Full Members of the Graduate Faculty subject to any
   restrictions in Sec. 4-206 as of June 28, 2001.

5. In special cases and with the approval as appropriate of the
   Committee(s) on Graduate Studies, chair(s), academic dean(s), Dean of
   Graduate Studies, Provost, and President, a Memorandum of
   Agreement may be established with another institution permitting faculty
   members of the other institution to have the privileges and
   responsibilities of Full or Special Members of the UTA Graduate Faculty
   as specified in the Memorandum of Agreement.

III. Section 4-203 Special Membership

A qualified person who is granted academic responsibilities at professorial rank in
connection with a graduate program on a visiting or part-time basis may be appointed
a special member of the Graduate Faculty for the duration of the appointment. Newly
hired tenure track faculty who do not hold the appropriate terminal degree but are ABD
and qualified persons serving in non-faculty positions also may be appointed a special
member of the Graduate Faculty. Appointment procedures in both cases are the same
as those for full membership, except that in emergency situations the Dean of
Graduate Studies may make temporary appointments subject to confirmation by the
appropriate Committee on Graduate Studies.
IV.  **Section 4-204 Special Associate Membership**

A. Special associate membership recognizes outstanding sustained service to the University's graduate programs and is intended to encourage the continuation of that service. The special associate appointment does not require renewal and remains in force during the period the appointee is a member of the faculty of U. T. Arlington.

B. The requirements for appointment as a special associate shall include:

1. promotion to the rank of Associate Professor or Professor at U.T. Arlington prior to September 1, 1984;
2. a terminal degree; and
3. demonstrated service to a graduate program at U.T. Arlington through a combination of, but not necessarily all of, the following:
   a. teaching graduate courses;
   b. service as a graduate advisor;
   c. service as a member of master's or doctoral committees;
   d. service as a thesis or dissertation supervisor; or
   e. contribution to research activities or provision of research support services.

C. A faculty member may be appointed a special associate of the Graduate Faculty upon recommendation by the appropriate Committee on Graduate Studies and approval by the Dean of Graduate Studies.

V.  **Section 4-205 Graduate Instructors**

Upon recommendation by the appropriate Committees on Graduate Studies and approval by the Dean of Graduate Studies, faculty members who do not hold appointments to the Graduate Faculty may teach specific graduate courses for specified periods.

VI.  **Section 4-206 Responsibilities of Graduate Faculty**

Only full members of the Graduate Faculty may teach graduate courses, serve on graduate student supervising committees, serve on committee(s) on graduate studies, supervise master's theses and doctoral dissertations, and vote in all Graduate faculty functions. At the discretion of a Committee on Graduate Studies for a specific program and with approval of the Dean of Graduate Studies, a policy may be implemented which restricts non-tenured, tenure-track faculty from supervising a master's thesis or doctoral dissertation. Special and special associate members of the Graduate Faculty may teach graduate courses, serve on graduate student supervising committees, and supervise master's theses but may not supervise a doctoral dissertation without specific approval granted on a particular occasion by both the appropriate Committee.
on Graduate Studies and the Dean of Graduate Studies. Special and special associate members are non-voting members of the Graduate Faculty.

VII. **Section 4-207 External Thesis, Dissertation, or Supervising Committee Members**

One qualified external person who is not a member of the Graduate Faculty may serve as a voting member of a graduate student supervising committee following a request accompanied by documentation such as a vita from the appropriate Committee on Graduate Studies to the Dean of Graduate Studies and approval by the Dean of Graduate Studies.