



Graduate Faculty # 380.0448

INITIAL EFFECTIVE DATE: June 2012	LAST REVISION DATE: September 30, 2022	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT The University Graduate School
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POLICY STATEMENT

Graduate Faculty Membership:

Membership in the Graduate Faculty is a necessary qualification to be a member of a dissertation or thesis committee, including chair of a thesis or dissertation committee.

All faculty who demonstrate continuing scholarship or creative activity are eligible for membership in the Graduate Faculty. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, national advisory and review panels, and professional society leadership. An important consideration, when applicable, is the success of prior graduate students mentored by the faculty member.

Tenured and Tenure-Track Faculty

All tenured and tenure-track faculty in academic units with graduate degree programs are members of the Graduate Faculty by the nature of their faculty appointment. This includes serving as major professor.

Reflecting the University’s interest in encouraging interdisciplinary research and scholarship, Graduate Faculty members may serve in thesis or dissertation committees in any academic unit. Units are expected to set-up procedures to allow Graduate Faculty from other units to serve as major professors in their units. These procedures shall include approval from the Dean of the respective College.

Non-tenure Accruing

Non-tenure accruing faculty members, including those in titles defined by FIU Regulations as equivalent to the traditional assistant professor/associate professor/professor series (research assistant professors, research associate professors, research professors) as well as instructors, courtesy, affiliate, and other faculty titles are *eligible* to become members of the Graduate Faculty of FIU, subject to the following minimum requirements:

- Graduate Faculty appointees must have the terminal degree appropriate to their academic field or discipline.

Once approved by the academic unit, nominations for membership in the Graduate Faculty are submitted by the respective college to the University Graduate School. Upon approval, Graduate Faculty membership is formalized in a letter from the Provost.

Individuals who do not have Academic Unit Affiliation or Faculty Title

Individuals whose primary appointment is at a FIU non-academic unit or FIU affiliated organization and do not have a faculty title must apply for Graduate Faculty membership to serve on a committee. In each case their credentials will be evaluated by the department most closely aligned with their research. If their research is not closely aligned with any particular department, an ad hoc committee of tenured or tenure-earning Graduate Faculty may be appointed by the Dean of the University Graduate School to evaluate their eligibility. Graduate Faculty from FIU non-academic units or affiliated organization may not serve as the sole major professor for a thesis or dissertation, and thus a Graduate Faculty member from the academic unit of the dissertation must be at least a co-advisor for the thesis or dissertation. The faculty member co-advisor must be an active participant in the research of the student and must accept full responsibility for the student should the non-faculty co-advisor relinquish his/her/their responsibilities. The responsibilities of each co-advisor include helping the student to acquire the funds necessary to conduct the research.

Dissertation Committees and Dissertation Chair

- All Graduate Faculty are eligible to serve on dissertation committees.
- All Graduate Faculty are eligible to serve as chair of dissertation committees.

Term of Appointment

Appointment to Graduate Faculty does not expire as long as the individual retains his/her/their position as departmental faculty. Graduate Faculty status expires when a faculty member leaves or retires from the university. With the approval of the Graduate Program Director and/or Chair, retired faculty and faculty that leave the University may continue to serve as major professor and as committee members for those students for which the retired faculty member or a faculty member who left the university was an approved major advisor or member of the committee prior to retirement or leaving the university. Newly retired faculty must first comply with the requirements of the State retirement system before performing any services (whether paid or unpaid) under this policy.

The term of Graduate Faculty appointment for members whose primary appointment is at a FIU non-academic unit or FIU affiliated organization expires within five (5) years and requires application for renewal. The renewal process is identical to the process for approval of initial appointment as Graduate Faculty.

Faculty that are members of the Graduate Faculty and have retired may be retained on the Graduate Faculty for up to five (5) years, upon request by the Graduate Program Director and/or Chair, and Dean of the respective college. The University Graduate School recommends, but does not require, that these faculty members have adjunct or emeritus

appointments. Extension of these terms may be requested to the University Graduate School.

Termination Guidelines

A. Retirement or Resignation

- A Graduate Faculty member may resign from the Graduate Faculty voluntarily by submitting a letter of resignation to the dean of the University Graduate School.
- A Graduate Faculty member who resigns from the university is automatically terminated from membership in the Graduate Faculty unless the unit asks that the Faculty member continue for a specified period of time.

There is the expectation that Graduate Faculty will follow all university policies in their treatment and interactions with graduate students. Moreover, faculty are expected to adhere to the expectations of Graduate Faculty in their teaching and mentoring of students.

B. Revocation of Graduate Faculty Status

A member of the Graduate Faculty of FIU may have their Graduate Faculty status removed if they fail to meet any or all of the expectations outlined in Roles and Responsibilities under “Expectations of Graduate Faculty.” Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to supervise graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work 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. Revocation of Graduate Faculty status may be appealed to the Provost.

EMERITUS FACULTY

Emeritus faculty retain the Graduate Faculty membership they had upon Emeritus designation. However, Emeritus Faculty cannot engage in any activities as Graduate Faculty, whether paid or voluntary, until allowed to do so based on State regulations and FIU policy.

SCOPE

University Community (faculty (both in-and-out-of-unit), graduate students and University Graduate School administration).

REASON FOR POLICY

To establish guidelines for the designation of faculty to supervise graduate students.

DEFINITIONS	
TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.
Graduate Faculty (GF)	Faculty member that demonstrates scholarly productivity and has the expertise to serve as a committee member or major professor of a graduate student.
University Graduate Faculty Evaluation Committee (GFEC)	Review complaints and make recommendations to the Dean of the Graduate School.
Emeritus Faculty	Honorary title for retired faculty who remain scholarly active.

ROLES AND RESPONSIBILITIES
<p><u>Expectations of Graduate Faculty</u></p> <p>Graduate faculty are expected to engage and support students in research, teaching and training, professional development and to follow the highest ethical standards in their engagement with students:</p> <p>Research</p> <ul style="list-style-type: none"> • To provide intellectual guidance and rigor in students’ educational programs; • To provide students with current knowledge in disciplinary and interdisciplinary or cross-disciplinary research; • To provide appropriate guidelines and timetables, and timely feedback to facilitate students’ degree completion. <p>Teaching/Training</p> <ul style="list-style-type: none"> • To evaluate student progress and performance in a timely, regular, and constructive fashion; • To encourage and assist students in developing teaching and communication skills; • To provide sound intellectual guidance on disciplinary research methods and historical knowledge bases of the discipline or profession; <p>Professional Development</p> <ul style="list-style-type: none"> • To encourage student participation in scholarly activities, including conference presentations, publications, professional networking, grant writing, etc.; • To prepare students to enter the job market with requisite professional skills, with an appropriate range of professional contacts; • To assist students, where appropriate, in joining collaborative projects in accordance with the accepted norms of the discipline; • To provide Research Assistants (RAs) and Teaching Assistants (TAs) with meaningful professional experiences; • To avoid assignment of any duty or activity that is outside the graduate student’s academic responsibility or harmful to timely completion of the

degree.

Ethical Engagement

- To be fair, impartial, and professional in all dealings with graduate students in accordance with university policies governing nondiscrimination, harassment of all sorts, and normative standards of confidentiality;
- To create, in the classroom or the laboratory, an ethos of collegiality so that learning takes place within a community of scholars;
- To create an environment that openly discusses laboratory or departmental authorship policies and that prizes and acknowledges the individual contributions of all members of a research team in the publication or presentation of its research;
- To avoid all situations that could put them or their students in positions of any conflicts of interest.

RELATED RESOURCES

University Graduate School Manual for Electronic Theses and Dissertations.

<http://gradschool.fiu.edu/wp-content/uploads/2020/09/2020-2021-ETD-Student-Manualreduced-file-size.pdf>

CONTACTS

University Graduate School
Modesto A. Maidique Campus
1200 SW Eighth Street - MARC 430
Miami, Florida 33199
Telephone: (305) 348-2455

HISTORY

Initial Effective Date: Originally 11.3 RESEARCH COMMITTEE MEMBERS (effective 3/28/89) from *Graduate Policies and Procedures Manual* and POLICIES AND PROCEDURES: GRADUATE FACULTY (effective 6/11/02).

Review Dates (*review performed, no updates*): January 31, 2024

Revision Dates (*updates made to document*): September 30, 2022



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PROCEDURE STATEMENT

Graduate Faculty Membership

All tenured and tenure-track faculty shall receive a letter from the Provost acknowledging Graduate Faculty membership upon employment at FIU. GF membership will be terminated upon employment termination at FIU. The Department must notify UGS if the Chair/GPD approves for the member to remain on current committees.

Non-tenure accruing faculty members interested in Graduate Faculty membership shall submit a request to the respective academic unit. The application process is completed online by accessing Panther180 at <https://panther180.fiu.edu/>.

At the beginning of the fall and spring terms, the UGS will communicate with Department Chairs to request a list of faculty who are scheduled to submit their online GF applications and a list of faculty who will serve on the departmental evaluation committee.

Graduate Faculty Membership Retention

- Graduate Faculty membership may be revoked or placed on probation as a result of actions detrimental to students or has been grossly neglectful of or grossly inefficient in the performance of responsibilities as Graduate Faculty
- A review of Graduate Faculty designation will be initiated if the Dean of the University Graduate School receives a good faith complaint from a Graduate Program Director/College Dean or designee regarding actions or performance of Graduate Faculty in roles related to committee membership. The review of the complaints against Graduate Faculty will be considered by the GFEC. GFEC shall make a recommendation to the Dean of University Graduate School. The recommendation by the Dean of UGS may include: (1) mentoring training, (2) probation, or (3) revocation. Upon this recommendation, the Dean of University Graduate School shall make a decision, which may be appealed to the Provost.