

# EDUCATION AND PSYCHOLOGY POLICY AND REVIEW COUNCIL

## Criteria for Graduate Faculty Membership

### **Senior Member (SM)**

To be appointed as a *senior member* of the graduate faculty, an individual must hold an earned doctorate and be qualified in each of the following three areas: research or scholarship, advanced teaching, and advising of graduate students. Research or scholarly work ordinarily will be documented by publication records, with particular weight being given to those publications receiving scrutiny and approval by active, reputable scholars in the field. Teaching competence will be documented by student or peer evaluation, here or elsewhere. Persons nominated for senior membership should have participated in co-advising at least one student in each of the following experiences at the University of Minnesota: doctoral program planning and approval, preparation for and passing of written and oral preliminary examinations, approval of the dissertation topic, and presentation and successful defense of the dissertation. Advising experience should also be documented by reference to service on examining committees, supervision of M.A./M.S. programs or undergraduate honors projects, and other graduate advising activities, here or elsewhere. All nominations must be supported by a current résumé.

Should programs wish to appoint faculty with prior experience advising doctoral students at other institutions to senior membership immediately upon their appointment at Minnesota, they should first inform these faculty about the University of Minnesota policy and procedures for advising doctoral students.

The same criteria will apply to the appointment of an Affiliate Senior Member (ASM), except that ASMs' responsibilities exclude governance (see attached Table).

To be appointed to any category of membership in the graduate faculty, an individual must hold a University (Human Resources) appointment whether with salary or without salary, thereby providing a legal basis for the graduate faculty member's association with the University and graduate program.

### **Member/Advising (M2)**

To be appointed a *member/advising* of the graduate faculty, a faculty or a visiting faculty member should normally hold an earned doctorate in the field or in a field related to that in which membership is sought and must meet the constitutional requirement of approval by the graduate faculty of the program with which she or he is associated. In such cases this will normally satisfy the Education and Psychology Policy and Review Council's criteria for being a *member/advising* of the Graduate Faculty.

Membership in this category must be supported by evidence of comparable scholarly qualifications in the field or in a field related to that in which membership is sought. Substantial practice in a field shall constitute requisite qualifications only if it is accompanied by evidence of scholarship related to the field. All nominations must be supported by a current résumé.

Individuals with this status may advise and examine candidates for the master's degree. At the discretion of the appointing program, such individuals may also co-advise doctoral students with a Senior Member or Affiliate Senior Member and examine candidates for the doctoral degree, including service as a thesis reviewer.

### **Member (M)**

The criteria for appointment as a Member are the same as above for Member/Advising. However, the roles and responsibilities of the Member are normally limited to the first three responsibilities listed in the attached table in the column for Member. At the discretion of the appointing program, they may, however, serve as a thesis

reviewer and examining member for doctoral committees, but not as chair or co-adviser.

The same criteria will apply to the appointment of Affiliate Member/Advising (AM2) or an Affiliate Member (AM), except that such individuals' responsibilities exclude governance, that is, eligibility to vote and participate in other formal roles in a program's decision-making structures (see Attached Table).

### **Affiliate Members and Affiliate Senior Members (AM and ASM)**

Affiliate Members (AM), Affiliate Members/Advising (M2) and Affiliate Senior Members (ASM) of a program's Graduate Faculty must possess the same qualifications and, at the program's discretion, can execute the same responsibilities as their counterparts (M, M2 and SM), except that they do not participate in the program's governance. Unless otherwise noted in a program's charter or constitution, Affiliate Senior Members, Affiliate Members/Advising or Affiliate Members normally are not budgeted members of the faculty in the unit or department that houses the core program faculty. The core, or voting, faculty may subsequently define "affiliate" in whatever way is most appropriate, given that they do so in accordance with the processes specified in their constitution/bylaws.

### **Special Note Related to Senior Member Appointments**

There may be some rare special cases in which a program may seek SM status for a scholar without an earned doctorate. In such a situation, the proposal must be reviewed and approved by either the Education and Psychology Policy and Review Council, or, alternatively, by a designated committee of its faculty members.

### **Examining Status (E)**

Examining Status (or E status) is a special appointment category that shall entitle the individual to teach courses for which graduate credit is given and to examine candidates for Graduate School degrees. E status does not include membership on the graduate faculty and does not confer governance privileges. This appointment category is only appropriate in units that offer graduate courses but not Graduate School degrees or programs.

The qualifications for Examining Status shall be identical to the qualifications established by the Education and Psychology Policy and Review Council for appointment as a Member/Advising.

Programs that do not offer graduate degrees are not, by virtue of their E appointments, entitled to representation on the Education and Psychology Policy and Review Council.

### **Criteria Related to Teaching Graduate Courses**

Any person who has an earned doctorate, or who is an active graduate student and has completed all requirements for the doctorate except the thesis and has demonstrated special competence in the course(s) to be taught, automatically satisfies the Council's criteria for authorization to teach graduate courses. (Rationale: The Education and Psychology Policy and Review Council assumes that automatic appointment of the ABDs is based on the assumption that candidates have acquired a knowledge base and their continued growth is being monitored through participation in a graduate program. The Council notes that some candidates have been ABDs for five years or more. While they may be actively pursuing their studies under guidance, the Council doubts that this is always the case. The Council believes that they should be active to automatically satisfy the requirements for teaching authorization.)

All other nominations must be supported by a current résumé indicating evidence of appropriate academic and professional qualifications.

Authorization is required for persons who will be responsible for more than one-half of the course lecture. Individuals should not be authorized to teach graduate courses unless they have completed the equivalent of the master's degree in the field in which they are to teach. Exceptions to this rule should be supported by thorough documentation.

Persons who have not completed requirements for the doctorate should be assigned only to courses at the 5-level, or to those at the 4-level, if such courses may be applied toward a Graduate School degree.

Authorization to teach graduate courses should be for a limited time only, ordinarily for one year.

Continued authorization to teach graduate courses presupposes a review of teaching performance that is commensurate with departmental policy. (Rationale: This requirement places responsibility for evaluation of teaching in the hands of the appointing unit. The Education and Psychology Policy and Review Council believes that persons within a unit are best able to interpret the diverse criteria and procedures used by colleges and departments to evaluate teaching. As stated, reauthorization requirements are the same for earned doctorates, ABD's and others. The Education and Psychology Policy and Review Council finds no basis for differentiating among these groups for purposes of reappointment.) Notification to the Graduate School is not required for teaching-only appointments.

The attached Table indicates graduate faculty membership categories and associated responsibilities in accord with the new Graduate School Constitution, approved March 26, 2002.

### **Graduate Faculty Membership Categories and Associated Responsibilities**

RESPONSIBILITY	Membership Category			
	Senior Member	Affiliate Senior Member	Member	Affiliate Member
Teach courses for grad credit	Automatic (A)	A	A	A
Examine Minor Field and PBC	A	A	A	A
Examine Master's & Thesis Rev	A	A	A	A
Advise Master's	A	A	Optional (O)	O
Co-Advise Doctoral	A	A	O	O
Examine Doctoral & Thesis Rev	A	A	O	O
Chair Doctoral Exam	A	A		
Advise Doctoral	A	A		
Participate in governance	A		A	

*Senior Member (SM):* Authorization to advise students at all levels, including the doctorate; to serve as a thesis reviewer and as an examiner on student examining committees, including service as chair of doctoral committees; to teach courses for graduate credit; and to participate in governance. In fields that also offer a professional doctorate, some Senior Member appointments may be restricted to the supervision of students seeking the professional degree. This appointment status is only appropriate in programs that offer doctoral degrees.

*Affiliate Senior Member (ASM):* Authorization to assume the same responsibilities as Senior Member, but not to participate in governance. In fields that also offer a professional doctorate, some Affiliate Senior Member appointments may be restricted to the supervision of students seeking the professional degree. This appointment status is only appropriate in programs that offer doctoral degrees.

*Member/Advising (M2):* Authorization to advise students at the master's level; to serve as a thesis reviewer at the master's level and as an examiner on student examining committees at the master's and post-baccalaureate certificate levels; to teach courses for graduate credit; and to participate in governance. At the discretion of the appointing program, may also include authorization to co-advise doctoral students with a Senior Member or Affiliate Senior Member of the graduate faculty, and to serve as a thesis reviewer and examining committee member for doctoral students, but not as chair. This appointment status is appropriate in both master's and doctoral degree-granting programs.

*Affiliate Member/Advising (AM2):* Authorization to assume the same responsibilities as Member/Advising, but not to participate in governance. This appointment status is appropriate in both master's and doctoral degree-granting programs.

*Member (M):* Authorization to serve as a thesis reviewer at the master's level and as an examiner on student examining committees at the master's and post-baccalaureate certificate levels; to teach courses for graduate credit; and to participate in governance. At the discretion of the appointing program, may also include authorization to serve as a thesis reviewer and examining committee member for doctoral students, but not as chair. This appointment status is appropriate in degree-granting, minor-only and post-baccalaureate certificate programs.

*Affiliate Member (AM):* Authorization to assume the same responsibilities as Member, but not to participate in governance. This appointment status is appropriate in degree-granting, minor-only and post-baccalaureate certificate programs.

*Examining Status (E):* Authorization to serve as a thesis reviewer and as an examiner on student examining committees at all levels, but not as chair, and to teach courses for graduate credit. E status does not include membership on the graduate faculty and does not confer governance privileges. This status is only available in units that offer graduate courses but not Graduate School programs.

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