

Members of Graduate Faculty at the University of Northern Colorado are selected from the general faculty. The UNC Faculty Constitution, adopted on June 23, 1983, established the Graduate Faculty, charged the President with approving the membership criteria and authorized the Dean of the Graduate School to determine the schedule upon which faculty are evaluated. Depending upon the nature of their appointment, Graduate Faculty are authorized to teach graduate level courses, advise graduate students and direct theses, dissertations, and doctoral scholarly projects. A description of Graduate Faculty eligibility criteria and appointment procedures is presented in Section III of this document.

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- The Dean of the Graduate School shall chair the meetings of the Graduate Faculty.
  - A quorum of fifteen (15) percent shall be necessary to conduct business at meetings of the Graduate Faculty.
  - The chair shall call at least one meeting of the Graduate Faculty each academic year.
  - Additional meetings of the Graduate Faculty may be called by the Dean of the Graduate School or by written petition signed by ten (10) percent of the Graduate Faculty.
  - The agenda for each Graduate Faculty meeting shall be distributed to the Graduate Faculty at least one week in advance.
  - The Graduate Faculty may take action only on items that appear on the agenda.
  - Appropriate records of all Graduate Faculty meetings shall be kept and distributed in timely fashion to the Graduate Faculty.

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The Graduate Faculty are the only faculty authorized to advise graduate students, teach graduate level courses, serve as program adviser to graduate students (Masters, Specialist, Doctoral), serve on written and/or oral comprehensive committees, research committees or serve as graduate coordinator. Graduate faculty are expected to maintain continuous and cumulative scholarly productivity in the areas of research, publication, professional presentations, concerts, lectures, lecture recitals, exhibits, grants and/or contracts, appropriate to the discipline. Professional service is also expected and may be demonstrated through active involvement in professional organizations, learned societies, accreditation bodies, etc. Within the university, graduate faculty are



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The faculty member must demonstrate the ability to contribute to graduate education and direction of graduate studies at the Masters level or above and have a minimum of two (2) years full time teaching experience at an accredited college or university.

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- a) Primary Criteria. All of the faculty member's scholarship is evaluated against three criteria: level of productivity, level of dissemination, and quality. Each of these criteria is defined below:
- i. Level of Productivity. Scholarship must be continuous and cumulative, i.e., faculty members must produce at least one scholarly endeavor per year and create a record of scholarship in the discipline that builds on itself.
  - ii. Level of Dissemination. Although the majority of a faculty's scholarship may be disseminated at the state or regional level, at least two scholarly works must be disseminated to a national or international audience.
  - iii. Quality. Scholarship is expected to withstand the scrutiny of individuals external to the campus. Juried scholarship includes work that has passed either blind review by peer panels or editorial review. Although the majority of the faculty's scholarship may be non-juried, faculty must show that a portion has passed external review.
- b) General Criteria. Scholarship is a fundamental activity of the Graduate Faculty and represents one of its core values. As such, Graduate Faculty members are expected to generate and disseminate new knowledge that is judged to be valuable by their peers. Since the mode of expression of scholarship is discipline specific, it is judged according to the prevailing norms of the discipline. The scholarship standard is interpreted broadly; meaning a variety of activities may be used singly or in combination to meet the requirement. Examples include:
- publications in professional juried, edited, or refereed journals (articles, book reviews, editorials)
  - publications in professional non-juried journals (articles, book reviews, editorials, etc.)
  - juried or refereed papers presented at professional meetings (includes posters, workshops, empirical studies)
  - authored scholarly book or chapter(s) in book
  - authored textbook or chapter(s) in textbook
  - published curriculum materials including tests, monographs, or technical manuals
  - professional consultation
  - concerts, lectures, lecture recitals, professional readings and/or compositions
  - juried or invited exhibits at professional forums
  - funded scholarly grants or contracts<sup>2</sup>
  - service as editor or on the editorial board of a

- faculty representative on doctoral examination, dissertation, and scholarly project committees
- b) **Professional.** The faculty member is expected to maintain membership and active participation in discipline related professional associations at the local, regional and national levels.

**a. Eligibility**

Individuals must be full time members of the Graduate Faculty, or be eligible for appointment, under the criteria noted above. No retired faculty member can continue to serve as doctoral research advisor without appointment to RGF/DRE status (see Section 4 on Retired Graduate Faculty).

**b. Term of Appointment**

Individuals who fully meet the criteria for the doctoral research endorsement are appointed for a full term, currently for 5 years. If problems are identified during the review, individuals may either be denied appointment, or at the discretion of the Dean, awarded an appointment of shorter duration. Before the end of the five-year term, the individual must apply for renewal of status and meet the standards stated in the Graduate Faculty Guidelines.

**c. Standards for Appointment<sup>3</sup> and Reappointment**

To qualify for a full-term appointment the faculty member must fully meet the criteria for Graduate Faculty in addition to the following:

- 1) Possess a terminal or doctoral degree in an appropriate discipline.
- 2) DRE Workshop  
The faculty member must attend a DRE Workshop within six (6) months prior to their application date.
- 3) Scholarship Standards
  - a) **Primary Criteria**
    - i. **Level of Productivity.** Must meet the standard for Graduate Faculty. (See Section III. B. 1. d. on page 2)
    - ii. **Level of Dissemination.** The scholarship must be primarily disseminated to a national or international audience, (ie. contributions recognized at the national or international level by persons recognized and active in the same discipline).
    - iii. **Quality.** Most of a DRE faculty member's scholarship must be juried or peer reviewed. The standard is a minimum of three peer reviewed/juried written products or artistic performances within the five-year period preceding application.
  - b) **General Criteria.** The doctoral research endorsement signifies that a faculty member

- concerts, lectures, lecture recitals, professional readings, and/or professional concerts, compositions (recognized as national or international contributions)
- full juried or refereed papers that have been published in a conference proceedings
- funded scholarly grants or contracts<sup>4</sup> (excludes grants not requiring scholarly products)
- service as editor or on the editorial board of a refereed scholarly journal

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The Doctoral Research Endorsement standards, described above, are minimum standards to qualify for doctoral research endorsement. This does not preclude colleges from establishing more rigorous standards. Where a college has higher standards and communicates them to the Graduate Council, those standards shall prevail.

**a. Eligibility**

Individuals must be full-time employees of the university and have relevant clinical experience, education, and any discipline-required training or licensure/certification to contribute to instruction or supervision/precepting in a graduate program with a clinical or practical focus.

**b.**

Individuals who fully meet the criteria for Clinical Graduate Faculty status are appointed to a five-year term.<sup>5</sup> If issues with the application are identified during the review, such as lack of appropriate education, training, licensure/certification, individuals may either be denied appointment, or at the discretion of the Graduate Dean, awarded an appointment of shorter duration or limited scope. CGF may teach, participate in practical/clinical research, and serve as a committee member on doctoral dissertation, scholarly project, or thesis committees. If they have earned a doctoral degree, they may co-chair a doctoral committee with a faculty member who holds DRE. Before the end of the five-year term, the individual must apply for renewal of status and meet the standards stated in the Graduate Faculty Guidelines.

**c. Standards for Appointment and Reappointment**

Faculty members must meet all standards to be appointed to a full term. When faculty do not meet a standard, they may, upon the discretion of the Graduate Dean, be appointed for a shorter term or receive an appointment with limited responsibilities.

**d. Criteria for Appointment**



members of their current doctoral committees, they must apply for and be appointed as RGF *p* *b* their retirement. Applicants for RGF should be a member in good standing of the Graduate Faculty with current GF status at the time of their retirement.

**b. Term of Appointment**

Faculty members apply for this status *p* to retirement from the University through the current GF application procedures. RGF status allows the retired faculty member to teach graduate courses and to remain as a member of doctoral committees already appointed at the time of the faculty member's retirement. The status is granted for one, 3-year non-renewable term. At the end of that term, retired faculty who continue teaching should apply for Graduate Lecturer status. RGF are subject to all policies outlined in the Graduate Faculty Guidelines.

- a. Individuals seeking any Graduate Faculty status must complete and submit an application, along with appropriate documentation of eligibility to the academic Unit Head to initiate the review and recommendation process.
- b. Reviews by and recommendations from the following parties, in the order listed below, are required to achieve the requested status.
  - Chair/School Director
  - Academic Dean [or designee] review and recommendation
  - Graduate Council: Standards Committee and Full Council
  - Graduate Dean [or designee]
- c. Individuals appointed to the Graduate Faculty are notified in writing by the Graduate Dean of the nature and terms of the appointment.
- d. If a faculty member is not recommended for the requested status at any level of the review, he/she shall be notified in writing of the negative recommendation [that is, by the Department Chair, Dean, Graduate Council, or Graduate Dean], and provided with specific steps to be taken in order to achieve approval.

(These must be tied to the Faculty Evaluation Procedures, and should occur as part of a comprehensive review, i.e., promotion, tenure or post-tenure review)

- a. It is the responsibility of all graduate faculty to reapply *at* the expiration of their current appointment. Individual graduate faculty appointments may be reviewed earlier than the normal cycle at the discretion of the Graduate Council or Dean of the Graduate School.
- b. Initiating the Reappointment request: The faculty member submits a completed application and appropriate supporting documentation of eligibility for reappointment to the Unit Head who initiates the review process.
- c. Review and recommendation for reappointment requires approval of the same parties as in initial appointment (Chair/School Director and College Dean; then Graduate Council, Graduate Dean).
- d. Faculty who do not meet the criteria for reappointment to the Graduate Faculty will be notified by the Graduate Dean.
- e. Retired Graduate Faculty (RGF and RGF/DRE) is a one-time appointment for a three-year term with no renewal allowed.

**a. Eligibility**

This status is reserved for persons who do not meet criteria for Graduate Faculty. It may be awarded to any of these groups: full-time UNC employees, part-time UNC employees, retired UNC employees and individuals otherwise unaffiliated with UNC. No one who is currently an enrolled or admitted UNC graduate student, including Teaching Assistants and Graduate Assistants, may teach any graduate level class offered by UNC, except for Professional Renewal Courses (513).

**b. Roles and Responsibilities**

Graduate Lecturers typically are restricted to teaching specified courses, either on or off campus. They may also be assigned other restricted graduate level responsibilities such as program advising or service on graduate student committees with prior approval of the Graduate Dean.

**c. Standards**

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