**Graduate Faculty Status**  **HHP PPS No. 04.01.30**

**Effective Date: February 23, 2024**

**Next Review Date: August 31, 2029**

**Sr. Reviewer: Department Chair**

**01. STATEMENT OF PURPOSE**

* 1. The Graduate College at Texas State University allows for faculty appointment as Regular Graduate Faculty, Associate Graduate Faculty or Courtesy Graduate Faculty.
  2. AA/PPS 04.01.30 describes minimum criteria for appointment and reappointment of graduate faculty.
  3. The purpose of this document is to provide additional criteria and guidelines for eligibility that conform to departmental and college expectations in scholarly/creative activity for tenure and promotion (HHP PPS 04.02.20 and 04.02.11).

**02. DEFINITIONS**

* 1. Regular Graduate Faculty:

a. Are tenured and tenure track faculty employed with the Department of HHP.

b. Are eligible to teach master’s level classes and/or serve as chair of master’s thesis committees.

c. Meet departmental academic qualifications for a proven and sustained record of scholarly achievement as noted in section 03 below.

* 1. Associate Graduate Faculty:

a. Are clinical or instructional faculty holding terminal degrees in the Department of HHP.

b. Can be clinical or instructional faculty not possessing a terminal degree but holding special research or professional credentials that warrant justification for an exception from the Graduate College (AA/PPS 04.01.30) and employed within the department of HHP. The department chair must also submit the Appointment Justification form (AA/PPS 04.01.30) with the candidate’s nomination form. Approved nominees serve a 5-year term.

c. Can be lecturers or per course faculty hired by the department on an as need basis who also meet the requirement of possessing a terminal degree or having special research or professional credentials that warrant justification for an exception from the Graduate College (AA/PPS 04.01.30). The department chair must also submit the Appointment Justification form (AA/PPS 04.01.30) with the candidate’s nomination form. Approved nominees serve a 5-year term.

d. Are eligible to teach master’s and doctoral level classes and/or serve as members on master’s thesis committees and/or doctoral dissertations.

02.03 Courtesy Graduate Faculty:

a. Are faculty and professional staff external to Texas State that may be nominated to serve as a member of a master’s thesis committee or doctoral dissertation committee.

b. May be appointed up to 5 years.

**03. CRITERIA FOR REGULAR AND ASSOCIATE GRADUATE FACULTY STATUS**

* 1. The Department of HHP holds in high esteem its Graduate Faculty and

has established criteria and guidelines for eligibility for faculty members wishing to seek Regular or Associate Graduate Faculty Status.

03.02 To qualify for appointment as Regular and Associate Graduate Faculty, the faculty member must meet the minimum Graduate College criteria for faculty teaching graduate courses, including have earned an academic doctorate in Athletic Training, Public Health, Recreation, Exercise Science or related field, and must sustain academic qualifications by continued publication of peer-reviewed scholarly achievements. The standard for a continued record of achievement in scholarship since the last graduate faculty appointment or the years immediately before the first appointment is *one achievement in the last six years* for Associate Graduate Faculty and *three achievements in the last five years* for Regular Graduate Faculty. Regular Graduate Faculty should normally have at least one first author publication and contribute substantially to the following kinds of scholarly achievements in the last five years.

a. Acceptance or publication of peer-reviewed journal articles that involve discipline-based research and/or involve learning/pedagogical research.

b. Award of a competitive external grant.

c. Refereed book chapters published.

d. Refereed books published.

e. Refereed, full-length articles published in proceedings of professional conferences.

03.03 Only faculty recognized by the Graduate College as Regular Graduate Faculty may:

a. Participate in votes on graduate program issues,

b. Serve as chairs on graduate student thesis committees, and

c. Serve on College committees that deal exclusively with graduate program issues.

03.04 These criteria have been approved by the Department of HHP’s Personnel Committee (PC). The approved criteria are on file in The Graduate College, the College of Education (COE) Dean's Office, and the HHP departmental office. The criteria are reviewed every five years.

**04.** **APPOINTMENT AND NOMINATION Process**

04.01 Full-time tenure and tenure-track faculty holding a terminal degree are automatically appointed as Regular Graduate Faculty upon hire.

04.02 Full-time clinical and instructional faculty holding a terminal degree are automatically appointed as Associate Graduate Faculty upon hire.

04.03 The nomination of graduate faculty other than those identified in 04.01 and 04.02 are initiated by the program and department. For each proposed graduate faculty member, the graduate program coordinator should initiate the [nomination form](https://www.gradcollege.txst.edu/faculty-staff/nomination.html) on [The Graduate College faculty nomination website](https://www.gradcollege.txst.edu/faculty-staff/nomination.html). A complete and current Texas State vita for the nominated faculty must be attached to the form. The nomination must be approved before the individual begins working with the student or before they begin to teach a graduate-level course.

a. The credentials of the proposed graduate faculty member should be examined and reviewed by the department’s personnel committee, and the graduate program coordinator, or designee, will sign the [nomination form](https://www.gradcollege.txst.edu/faculty-staff/nomination.html), recommending approval or denial.

b. The department chair or school director will examine the credentials of the proposed graduate faculty member and recommend concurrence or non-concurrence. This information will be forwarded to the college dean and Graduate dean for approval.

**05.** **REVOCATION PROCESS**

05.01 The revocation of graduate faculty status must be initiated by the program and department using the [nomination form](https://www.gradcollege.txst.edu/faculty-staff/nomination.html) on The Graduate College [faculty nomination website](https://www.gradcollege.txst.edu/faculty-staff/nomination.html).

**06.** **OTHER RELATED ISSUES**

06.01 Unless in the case of emergencies, faculty must be approved for Graduate Faculty (Regular, Associate, or Courtesy) status before teaching a graduate course, serving on graduate student thesis or dissertation committees, or serving on College committees that deal exclusively with graduate program issues.

06.02 Graduate Faculty membership is reviewed at the end of the appointment period not to exceed five years for Associate Graduate Faculty and Courtesy Graduate Faculty.

06.03 In the case where a faculty member’s term on the Graduate Faculty has expired and the Department Chair, in consultation with the Personnel Committee, chooses not to reappoint the person, the Department Chair shall notify the Dean of the COE of the decision. At that time, the Dean of the COE shall ensure that information on the College master-list of Graduate Faculty is updated. The faculty member’s name shall also be deleted from the e-mail distribution list for the College Graduate Faculty.

**07. REVIEWER OF THIS PPS**

07.01 Reviewer of this PPS includes the following:

Position Date

Department Chair September 1 E5Y

Personnel Committee September 1 E5Y

**08.** **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents the Texas State University Department of Health and Human Performance policy and procedure from the date of this document until superseded.

Department Chair; senior reviewer of this PPS

Personnel Committee; department reviewer of this PPS