

**New Mexico State University
Graduate School**

Graduate Faculty Status Guidelines

The integrity of graduate programs rests primarily on the competence of graduate faculty. Members of the Graduate Faculty are actively engaged in original scholarship and current with important developments in their discipline. All graduate committees are chaired by graduate faculty, who also direct master's theses; direct doctoral dissertations; teach 600-level courses; serve as representatives of the dean of the Graduate School; serve on educational specialists' exams; and serve on doctoral exams (NMSU Policy 5.15.20) The general procedure to attain membership to the graduate faculty is outlined below.

There are four types of Graduate Faculty membership. They are Full, Associate, Affiliated, and Visiting.

Graduate Faculty Status – Full Membership

Eligibility:

Tenured, tenure-track, and college faculty with significant scholarship beyond the dissertation, the ability to teach advanced graduate classes (600- 700 level), and direct doctoral dissertations – even if the faculty member is in a department that does not offer such a program.

Significant Scholarship Beyond the Dissertation (minimum standard):

At least six publications (in print or accepted for publication*) in nationally or internationally recognized refereed journals or equivalencies, as described or documented by the department and approved by the college/school, for the previous six-year period. The six years may be either the six years prior to the year of the graduate faculty application or may include the year of graduate faculty application and the previous five years. Examples of equivalencies might be a book that contains original research and is published by a nationally or internationally recognized publisher, refereed or invited book chapters, refereed conference proceedings, films, and musical compositions, funded research reports and appropriate artistic activities. In general, college textbook authorship may not be sufficient.

(*For publications cited as accepted, a copy of the letter of acceptance from the journal editor or publisher must be included.)

Requirements for Renewal:

A continued pattern of scholarly/creative activity of the quality expected for full membership.

Roles of the Graduate Faculty – Full Membership:

- a. Chair graduate committees (master's and doctoral)
- b. Direct master's theses
- c. Direct doctoral dissertations,
- d. Teach 600 – 700-level courses
- e. May serve a representatives of the Dean of the Graduate School
- f. Serve on educational specialists' exams
- g. Serve on master and doctoral exams

- h. May chair committees in other programs at that program's discretion
- i. May vote on graduate issues
- j. May serve on the Graduate Council

Term:

Graduate Faculty status for those who acquire Full Membership will be granted to an individual for a period of five calendar years.



Graduate Faculty Status – Associate Membership

There may be occasions when it is suitable for individuals with appropriate academic credentials, who do not seek or require Full Membership, to participate on particular student PhD or Master Thesis committees. These are considered Associate Members.

Eligibility

Individuals employed by the University and who also have special expertise to teach particular graduate courses. They may not necessarily be housed in a department, but rather an administrative or other university unit. They must have a terminal degree and be able to show evidence of relevant expertise.

Roles:

- a. May teach 600-699 level courses
- b. May NOT chair master’s committees
- c. May NOT chair master’s committees in other programs at that program's discretion
- d. May serve on doctoral or master thesis committees
- e. May NOT chair doctoral committees
- f. May serve as representatives of the Dean of the Graduate School
- g. May NOT vote on graduate issues
- h. May NOT serve on Graduate Council

*Department or unit heads may petition the Dean of the Graduate School so an Associate Member of Graduate Faculty *can* chair a dissertation (given the corresponding research evidence).

Term:

Graduate Faculty status for those who acquire Associate Membership will be granted to an individual for a period of five calendar years.



Graduate Faculty Status – Affiliated Membership

Individuals who hold post-graduate or professional credentials in their discipline and who are practitioners in scholarly, service, and/or creative activities.

Eligibility:

Designed for NMSU non-tenure track faculty, research and clinical appointees, administrative employees, and individuals with a formal non-employment affiliation with a NMSU academic department or program. Such individuals must have post-graduate or professional credentials.

Roles:

- a. May teach 600-699 level courses
- b. May NOT chair master's committees
- c. May NOT chair master's committees in other programs at that program's discretion
- d. May serve on doctoral or master thesis committees
- e. May NOT chair doctoral committees
- f. May NOT serve as representatives of the Dean of the Graduate School
- g. May NOT vote on graduate issues
- h. May NOT serve on Graduate Council

Term:

Graduate Faculty status for those who acquire Affiliated Membership will be granted to an individual for a period of five calendar years.

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Graduate Faculty Status – Visiting Membership

Eligibility:

Granted Graduate Faculty Status for the duration of their employment appointment.

Roles:

- i. May teach 600-699 level courses
- j. May NOT chair master's committees
- k. May NOT chair master's committees in other programs at that program's discretion
- l. May serve on doctoral or master thesis committees
- m. May NOT chair doctoral committees
- n. May NOT serve as representatives of the Dean of the Graduate School
- o. May NOT vote on graduate issues
- p. May NOT serve on Graduate Council

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Procedures for Nomination to Graduate Faculty:

1. Applicant submits an updated curriculum vitae (CV) evidencing engagement in original scholarship/creative activity, and alignment with important developments in their discipline.
2. The department head or equivalent:
 - a. Reviews curriculum vitae and determines evidence of active engagement in the scholarship/creative activity of discovery, application, teaching, and/or integration (Boyer, 1996 model of scholarship).

- b. Prepares faculty nomination letter that lists for the previous six-years:
 - 1. Publications (peer-reviewed)
 - 2. Book that contains original research and is published by a domestic or internationally recognized publisher
 - 3. Refereed or invited book chapters
 - 4. Refereed conference proceedings, films, and musical compositions
 - 5. Funded research reports
 - 6. As appropriate to discipline artistic performances, juried exhibitions, and similar creative activities.
- c. Submits nomination to college dean.
- 3. The college dean or equivalent:
 - a. Reviews the nomination.
 - b. Approves the nomination.
 - c. Forwards the approved nomination to the Graduate School.

Graduate Faculty Appointment Process:

- 1. Graduate Faculty standing committee reviews and makes recommendations to the Dean of the Graduate School on appointments of faculty nominees to graduate-faculty.
- 2. Graduate Faculty are appointed.

(Graduate council’s graduate faculty standing committee is comprised of three senior graduate faculty members currently serving on Graduate Council).



Resignation or Retirement:

Upon retirement or resignation from the University, Graduate Faculty status automatically ceases. If the person wishes to retain Graduate Faculty status, s/he should write a memo to the Graduate School, through the department chair and dean approvals, requesting continuation of Graduate Faculty status.



Disclaimer:

The Graduate School has the right to rescind the graduate faculty status of faculty member who do not comply with promoting excellence in research, teaching and professional service.

Approved by Graduate Council
May 2018