

**Appointment to Graduate School Faculty
ACA-15**

ACTION: Amend.

<p>Current policy <i>Unchanged text = black; minor changes and updates = blue; proposed substantive changes = red</i></p>	<p>Policy as amended</p>	<p>Comments</p>
<p><u>About This Policy</u> Effective dates: 10-04-2004 Last updated: 10-04-2004 Responsible University Office: Graduate Faculty Council Responsible University Administrator: University Faculty Council Policy Contact: James Wimbush, Dean, University Graduate School, jwimbush@indiana.edu</p> <p>Policy Statement Appointment to Graduate School Faculty. The University Graduate School grants graduate research degrees (Ph.D., M.A., M.S., M.A.T.) and the Master of Fine Arts degree, whereas various schools award professional degrees such as the M.B.A. and Ed.D.</p> <p>Membership in the Graduate Faculty is relevant for faculty working with students pursuing degrees offered by the University Graduate School and carries with it automatic approval of specific privileges for serving on the dissertation committees of those students. Membership in the Graduate Faculty is not required for teaching graduate courses or serving on Ph.D. qualifying examination or advisory committees</p>	<p><u>About This Policy</u> Effective dates: 10-04-2004 Last updated: 04-23-19 Responsible University Office: University Faculty Council Responsible University Administrator: University Graduate School Policy Contact: James Wimbush, Dean, University Graduate School, jwimbush@indiana.edu</p> <p>Scope All Indiana University faculty who work with students pursuing graduate degrees granted by the University Graduate School, such as Ph.D., M.A., M.S., M.A.T. and M.F.A. It does not apply to graduate professional degrees such as M.B.A., J.D., and Ed.D. offered by specific schools.</p> <p>Policy Statement</p>	<p>Overview: These amendments put ACA-15 into the policy template and delegate future responsibility for it to the Graduate Faculty Council.</p> <p><i>UFC is not an administrator; it is a policy body</i></p> <p><i>Policy template asks for statement of scope. The first sentence in the former policy is rephrased as the Scope statement.</i></p> <p><i>Section about serving on committees etc. in the former first paragraph has been re-labeled as Policy Statement ¶ C.</i></p>

Graduate Faculty Membership.

All tenure- track faculty are granted graduate faculty status at the time of appointment; departments notify the University Graduate School each fall of their new tenure-track appointments so an authoritative master list of graduate faculty members can be maintained. Non-tenure-track faculty or other appointees (such as research scientists) can also be appointed to graduate faculty status for a term not to exceed their employment contract; the nominating department sends a brief memo and a copy of the faculty member's vita.

An endorsement to chair doctoral dissertation committees is granted separately from graduate faculty status by a vote of a departmental advisory or steering committee, or by a majority vote of the departmental graduate faculty, or by some other review process appropriate for the unit. Faculty who receive this endorsement must hold a regular faculty appointment at Indiana University, but do not necessarily have to hold that appointment within the unit conferring the endorsement. However, if the faculty member holds a regular appointment in a unit other than the one conferring the endorsement, s/he must participate substantially in doctoral education within the department or program authorized to offer the Ph.D. The program director or chair shall notify the Dean of the University Graduate School of the election of the faculty to this status.

A. All tenure- track faculty are granted graduate faculty status at the time of appointment.

B. Non-tenure-track faculty can also be appointed to graduate faculty status for a term not to exceed their employment contract;

C. Membership in the University Graduate School Faculty is required to serve on dissertation committees. It is not required for teaching graduate courses or serving on Ph.D. qualifying examination or advisory committees.

D. An endorsement to chair doctoral dissertation committees is granted separately from graduate faculty status by a vote of a departmental advisory or steering committee, or by a majority vote of the departmental graduate faculty, or by some other review process appropriate for the unit. Faculty who receive this endorsement must hold a tenured or tenure-eligible faculty appointment at Indiana University, but do not necessarily have to hold that appointment within the unit conferring the endorsement. However, if the faculty member holds a regular appointment in a unit other than the one conferring the endorsement, the faculty member must participate substantially in doctoral education within the department or program authorized to offer the Ph.D.

Policy language has been re-labeled Policy Statement ¶¶ A-B; unchanged. Procedure stuff moved to Procedure ¶¶ A-B.

Clarified - research scientists is a NTT appointment.

This is the second part of the former 1st paragraph slightly rephrased.

This paragraph has been re-labeled as Policy Statement ¶ D, and the procedure part (last sentence) moved to Procedure ¶ C.

“Regular” amended by GFC, 2017.

Language updated.

In addition, graduate faculty status with or without endorsement to chair Ph.D. dissertation committees may be granted by the Dean of the University Graduate School upon successful petition by the head of the faculty member's unit. The head sends a brief memo explaining the request with a copy of the vita.

Current associate members of the graduate faculty will automatically become members of the graduate faculty; current full members will become members with endorsement to direct dissertations.

Graduate faculty status can be revoked for egregious behavior or scholarly or scientific misconduct by the Dean of the University Graduate School upon the recommendation of the Graduate School Council.

E. Graduate faculty status with or without endorsement to chair Ph.D. dissertation committees may be granted by the Dean of the University Graduate School upon successful petition by the head of the faculty member's unit.

F. Graduate faculty status can be revoked for egregious behavior or scholarly or scientific misconduct by the Dean of the University Graduate School upon the recommendation of the Graduate Faculty Council.

Reason for Policy

The University Graduate School grants the majority of graduate degrees at Indiana University. Membership on the Graduate Faculty is required to serve on the dissertation committees of students seeking those degrees.

Procedure

A. All tenure-track faculty are granted graduate faculty status at the time of appointment; academic units shall notify the University Graduate School each fall of their new tenure-track appointments so an authoritative master list of graduate faculty members can be maintained.

B. To nominate non-tenure-track faculty for Graduate School membership, an academic unit shall send a brief memo and a copy of the faculty member's vita to the Dean of the Graduate School.

This paragraph has been re-labeled as Policy Statement ¶ E, and the procedure part (last sentence) moved to Procedure ¶ D, and unnecessary verbiage deleted.

Former 4th paragraph has been deleted as obsolete.

This paragraph has been re-labeled as Policy Statement ¶ F, and the procedure part (last sentence) moved to Procedure ¶ E. Name of GFC corrected.

*New section required by policy template
This is the former first statement in the second paragraph; unchanged*

New section as set out in template; language taken from last sentences in former policy statement paragraphs.

"Departments" changed to academic units.

Rephrased.

C. To confer an endorsement to chair a dissertation committee on a faculty member who does not hold an appointment in the academic unit, the head of the unit shall [notify the Dean of the University Graduate School of the election and verify that](#) the faculty member participates substantially in doctoral education within the academic unit authorized to offer the Ph.D.

Rephrased.

D. To request graduate faculty status with or without endorsement to chair Ph.D. dissertation committees for any other person, the head of that individual's academic unit shall petition the Dean of the University Graduate School by sending a brief memo explaining the request with a copy of the vita.

Rephrased.

E. A petition to revoke Graduate Faculty status must first go to the Graduate Faculty Council, and if affirmed by it, to the Dean of the University Graduate School for action.

Rephrased.

F. The Graduate Faculty Council may develop standards and procedures for implementing this policy, and may amend the policy as needed.

New. Delegates responsibility to Graduate Faculty Council

History

Enacted by University Graduate School Council, October 4, 2004.

[Amended by Graduate Faculty Council, January 2017.](#)

[Amended and approved by University Faculty Council, Apr. 23, 2019.](#)

History section corrected and updated

FULL POLICY AS AMENDED

About This Policy

Effective dates: 10-04-2004

Last updated: 04-23-19

Responsible University Office: University Faculty Council

Responsible University Administrator: University Graduate School

Policy Contact: James Wimbush, Dean, University Graduate School, jwimbush@indiana.edu

Scope

All Indiana University faculty who work with students pursuing graduate degrees granted by the University Graduate School, such as Ph.D., M.A., M.S., M.A.T. and M.F.A. It does not apply to graduate professional degrees such as M.B.A., J.D., and Ed.D. offered by specific schools.

Policy Statement

A. All tenure- track faculty are granted graduate faculty status at the time of appointment.

B. Non-tenure-track faculty can also be appointed to graduate faculty status for a term not to exceed their employment contract.

C. Membership in the University Graduate School Faculty is required to serve on dissertation committees. It is not required for teaching graduate courses or serving on Ph.D. qualifying examination or advisory committees.

D. An endorsement to chair doctoral dissertation committees is granted separately from graduate faculty status by a vote of a departmental advisory or steering committee, or by a majority vote of the departmental graduate faculty, or by some other review process appropriate for the unit. Faculty who receive this endorsement must hold a tenured or tenure-eligible faculty appointment at Indiana University, but do not necessarily have to hold that appointment within the unit conferring the endorsement. However, if the faculty member holds a regular appointment in a unit other than the one conferring the endorsement, the faculty member must participate substantially in doctoral education within the department or program authorized to offer the Ph.D.

E. Graduate faculty status with or without endorsement to chair Ph.D. dissertation committees may be granted by the Dean of the University Graduate School upon successful petition by the head of the faculty member's unit.

F. Graduate faculty status can be revoked for egregious behavior or scholarly or scientific misconduct by the Dean of the University Graduate School upon the recommendation of the Graduate Faculty Council.

Reason for Policy

The University Graduate School grants the majority of graduate degrees at Indiana University. Membership on the Graduate Faculty is required to serve on the dissertation committees of students seeking those degrees.

Procedure

A. All tenure- track faculty are granted graduate faculty status at the time of appointment; academic units shall notify the University Graduate School each fall of their new tenure-track appointments so an authoritative master list of graduate faculty members can be maintained.

B. To nominate non-tenure-track faculty for Graduate School membership, an academic unit shall send a brief memo and a copy of the faculty member's vita to the Dean of the Graduate School

C. To confer an endorsement to chair a dissertation committee on a faculty member who does not hold an appointment in the academic unit, the head of the unit shall notify the Dean of the University Graduate School of the election and verify that the faculty member participates substantially in doctoral education within the academic unit authorized to offer the Ph.D.

D. To request graduate faculty status with or without endorsement to chair Ph.D. dissertation committees for any other person, the head of that individual's academic unit shall petition the Dean of the University Graduate School by sending a brief memo explaining the request with a copy of the vita.

E. A petition to revoke Graduate Faculty status must first go to the Graduate Faculty Council, and if affirmed by it, to the Dean of the University Graduate School for action.

F. The Graduate Faculty Council may develop standards and procedures for implementing this policy, and may amend the policy as needed.

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