

## Texas A&M University–San Antonio Graduate Faculty Membership Policy

### Graduate Faculty Membership

1. The Graduate Council is responsible for approving applicants for membership to the graduate faculty. Graduate Faculty shall consist of two categories of membership: (1) Full approved for a period of 5 years, and (2) Temporary approved for a period of 3 years.

In all graduate faculty categories, members must have demonstration of commitment to the academic community, institution, discipline, and students. In addition, they must possess a high level of competence in teaching. At the full membership category in particular, the faculty must demonstrate research capability and competence in directing independent investigation.

2. **Full membership** in the Graduate Faculty will be limited to faculty members who
- a. hold full-time university assignment at the tenured or tenure-track level
  - b. hold a terminal degree in their field of specialization
  - c. will be teaching one or more graduate level courses once membership is granted, **and** have taught at least one graduate course in the past.
  - d. provide evidence of current scholarly, intellectual, and/or creative activities.

Full members of the Graduate Faculty will show evidence of ongoing discipline- appropriate scholarly, intellectual, and/or creative activities. Such evidence includes, but is not limited to:

- 1) publication in a refereed journal
- 2) grants received
- 3) book chapters
- 4) books
- 5) patents
- 6) software

Other examples of acceptable tangible evidence of productive scholarship may be considered by submitting a request in writing to the Graduate Council at least one month prior to the application deadline.

3. **Temporary membership** to the Graduate Faculty shall be limited to persons who
- a. are not on the regular TAMU-SA faculty OR are on the regular faculty but do **not** meet the requirements of Full membership.
  - b. hold a terminal degree in their field of specialization or equivalent experience or expertise,
  - c. will be teaching one or more graduate level courses once membership is granted

## 5. Duties and Terms:

- a. Duties of **full members** shall include teaching graduate level courses, serving as members on masters thesis committees, and chairing masters' thesis committees.
- b. Duties of **temporary members** shall include teaching graduate level courses and serving as members of master thesis committees.
- c. Appointment to **Full membership** on the graduate faculty is for a term of **five years** and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.
- d. Appointment to **temporary membership** on the graduate faculty is for a term of **three years** and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

## 6. Application for Full Membership

Requests for Full Membership in Graduate Faculty should be initiated by the Department Chair or may be initiated by the faculty member seeking membership.

- a. If initiated by the faculty, the request shall be submitted to the Department Chair. If the Chair agrees, the Department Chair will submit the request, together with the Chair's recommendation, to the Graduate Council.
- b. This request will be initiated by submission of the Application for Graduate Faculty Membership form found on the Graduate Studies' website. Application renewals will be due November 30<sup>th</sup>.

## 7. Application for Temporary Membership

The Department Chair, with the approval of the departmental faculty, initiates the approval process by submitting an application for Graduate Council approval of adjunct faculty to teach graduate course(s).

- a. Adjunct faculty must have the approval of the Graduate Council before they teach said course(s).
- b. In an emergency situation, the Department Chair may appoint an adjunct faculty member to teach a graduate level course and submit the membership application as soon as possible. The Department Chair shall submit a written statement to the Graduate Council explaining the action. Such adjunct faculty members may not teach a graduate level course again without the approval of the Graduate Council.

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