Graduate Council Policy

I. Introduction
The University of New Orleans recognizes that the stature of its graduate programs begins with the quality of the Graduate Faculty. Excellence in graduate education depends critically on the evaluation process and on the appointment procedure for the Graduate Faculty. The Executive Director of the Graduate School, in cooperation with the Council of Academic Deans, is the institutional liaison for the administration of graduate education. The University requires a representative faculty body as an advisory link to the Dean of the Graduate School. The number, diversity, and size of the individual graduate programs at the University make it imperative that the administrative authority of the Graduate School on matters dealing with Graduate Faculty Membership and Graduate Council function be decentralized to the College level. The policies herein are directed to this concern.

II. The Role of the Graduate Council
The primary function of the Graduate Council shall be to serve as a "policy committee," in advising the Executive Director of the Graduate School of ongoing faculty concerns regarding the administration of graduate education at the University. The Executive Director (as ex officio member) shall convene the Council on a regular basis for the conduct of business. The Council, at its discretion, may choose to elect a Chair Pro Tempore and meet on occasion independently of the Executive Director. The Executive Director of the Graduate School shall confer with the Graduate Council prior to making recommendations for Graduate Faculty appointment. With the primary evaluation of faculty credentials set at the Department and College levels, the Executive Director of the Graduate School shall act to review the nomination process and to propose nominees to the Council for consideration. The Council shall advise the Executive Director of the Graduate School. Per Faculty Council, the Graduate Council shall function as the University's faculty body for reviewing graduate course and curriculum matters, as well as new graduate degree proposals. In the execution of its duties, the Graduate Council, at its discretion, may refer to any College/Department information on record in the Graduate School.

III. Graduate Credentialing Policy at UNO (revision approved March 2014)
The University of New Orleans recognizes that the stature of its graduate programs begins with the quality of its Graduate Faculty. Only through the Graduate Faculty credentialing process can the university assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Such competence is characterized, in part, by teaching graduate courses, directing the work of graduate students, conducting one's own continuous program of research and publication, and participating in the governance and/or administration of graduate programs at the department, college or university level. Appointment to membership on the Graduate Faculty is not for the purpose of conferring recognition upon an individual, but is designed to assure excellence in graduate teaching and supervision.
The University of New Orleans recognizes three levels of membership on the Graduate Faculty: Full, Associate, and Affiliate.

DUTIES, CRITERIA, AND TERMS FOR APPOINTMENT TO THE GRADUATE FACULTY

Full Graduate Faculty may teach 5000-level and above courses, serve on master's and doctoral committee: chair master's thesis and doctoral dissertation committees, and serve on the Graduate Council.
The criteria for appointment to Full Graduate Faculty status are:
1. An earned terminal degree in the candidate’s field. A doctoral degree is required to serve on a Ph.D. committee.
2. The rank of Associate Professor or Full Professor
3. Scholarly Work: Evidence of sustained engagement in the member’s academic field as evidenced by refereed publications or presentations, contracts or grant funding, and/or creative works that demonstrate peer recognition of competence in the field. A minimum of 3 activities within this category since the last graduate faculty appointment is required.
4. Teaching/Training: Active participation in graduate education such as teaching graduate courses, serving on graduate committees, and other activities relevant to the training of graduate students. A minimum of 3 activities within this category since the last graduate faculty appointment is required.
5. Service: Demonstration of service to the university such as service on departmental, college or university committees or outreach to the community that is relevant to the member’s professional expertise and mission of the university.
6. Faculty requesting Full membership must meet the minimum requirements within each of the 3 domains of teaching, research, and service.
7. Favorable Evaluation from the department’s graduate faculty, Chair, and Dean is required.

To serve as chair of a doctoral dissertation committee, a Full member should have chaired at least three master’s thesis committees or co-chaired two dissertation committees through the oral defense either at UNO or elsewhere. Full members will be appointed for six-year terms. At the end of each term, the member must either renew Full membership, seek a lower graduate faculty status, or remove him- or herself from the Graduate Faculty. If at any time the individual’s rank or status changes to non-tenure earning, the individual forfeits Full membership and may apply as an Affiliate member. Associate Graduate Faculty may teach 5000-level and above courses, serve on master’s and doctoral committees, chair master’s thesis or doctoral dissertation committees, and serve on the Graduate Council. To serve as chair of a doctoral dissertation committee, an Associate member should have served on several master’s thesis committees, chaired master’s thesis committees or co-chaired two dissertation committees through the oral defense either at UNO or elsewhere.

The criteria for appointment to Associate Graduate Faculty status are:
1. An earned terminal degree in the candidate’s field. A doctoral degree is required to serve on a Ph.D. committee.
2. The rank of Assistant Professor, Associate Professor or Full Professor
3. Scholarly Work: Evidence of sustained engagement in the member’s academic field as evidenced by refereed publications or presentations, contracts or grant funding, and/or creative works that demonstrate peer recognition of competence in the field. A minimum of 2 activities within this category since the last graduate faculty appointment is required.
4. Teaching/Training: Active participation in graduate education such as teaching graduate courses, serving on graduate committees, and other activities relevant to the training of graduate students. A minimum of 2 activities within this category since the last graduate faculty appointment is required.
5. Service: Demonstration of service to the university such as service on departmental, college or university committees or outreach to the community that is relevant to the member’s professional expertise and mission of the university.
6. Faculty who only meet requirements within two of the three domains may be appointed to Associate membership provided that one of the satisfactory domains is scholarly work.
7. Favorable evaluation from the department’s graduate faculty, Chair, and Dean is required.

Newly appointed tenure-track assistant professors are automatically appointed as associate members for three years. With a satisfactory third year review Associate membership will automatically renew for an additional 3 years or until the individual is tenured and promoted. With tenure and promotion, the individual is automatically reappointed for a three-year term. All subsequent appointments are for 3 years. Once promoted to full professor, the faculty member will automatically receive an appointment to Full Graduate membership. If at any time the individual’s rank or status changes to non-tenure earning, the individual forfeits associate membership and may apply as an Affiliate member. Affiliate Graduate Faculty may teach 5000- and above courses, serve on master’s or doctoral committees, chair master’s thesis committees (full-time faculty only), but may not chair a dissertation committee. In exceptional circumstances approved by the Graduate School, an Affiliate member may serve as co-chair of a dissertation committee. Affiliate Faculty may not serve on the Graduate Council.

The criteria for appointment to Affiliate Graduate Faculty status are:

1. Full- or part-time non-tenured or non-tenure track faculty who hold the highest degree in their field, or in the case of professional programs, hold the MFA, MBA, MPA or Masters in Arts Administration. These include, but are not restricted to, adjuncts; instructors; Professors of Professional Practice; Artists/Writers in Residence; and visiting assistant, associate or full professors.
2. Scholarly Work: an outstanding and sustained record of research and/or creative activities, or a minimum of five years of sustained accomplishments in their professional field.
3. Teaching/Training: Active participation in graduate education such as teaching graduate courses, serving on graduate committees, and other activities relevant to the training of graduate students.
4. Service: be actively involved in professional organizations related to their teaching appointment.

Affiliate members of the Graduate Faculty shall be appointed for a maximum of 3 years and may reapply an unlimited number of times. In rare cases, Affiliate status may be warranted if a newly-appointed tenure-track faculty has not completed the terminal degree. In such cases, the status is active for only one year.

DEPARTMENT/COLLEGE POLICIES AND PROCEDURES
Each department and/or college will develop written policies and procedures for evaluating nominees to the Graduate Faculty. These policies and procedures must be approved by the Graduate Council, the Executive Director of the Graduate School, and the Provost/Vice President for Academic Affairs.

NOMINATION AND EVALUATION
The nomination and evaluation process for Graduate Faculty begins at the Department or College. The Department Chair recommends appointment of a faculty member to the appropriate Graduate Faculty status.

Prior to submitting a nomination for Full status to the Dean, all faculty in the department with Full Graduate status must vote on the nomination, and the vote must be recorded on the nomination form. (Nomination of a Department Chair to Full Faculty status shall be conducted by the Dean, but still require a vote by the department’s Full Graduate faculty.)

Following the Dean’s approval, the nomination is forwarded to the Graduate School along with a complete and current curriculum vitae. The Executive Director reviews all nominations and renewals for Full,
Associate and Affiliated membership. The Executive Director may seek input and advice from the Graduate Council.

Nominations for Affiliate membership are recommended by the Chair to the Dean of the College, and final approval is given by the Executive Director of the Graduate School.

RIGHT OF APPEAL
If a Department or College does not recommend Full or Associate Graduate Faculty status in a given case, the nominee may present the appropriate credentials directly to the Graduate Council through the Executive Director of the Graduate School. If the Graduate Council does not recommend the nomination, the individual may appeal to the Executive Director of the Graduate School. If the latter does not approve the recommendation, the individual may appeal to the Provost/Vice President for Academic Affairs.

There is no appeal beyond the college by a nominee for Affiliate status.

EXTERNAL COMMITTEE MEMBERS
A faculty member from another university or a professional from industry or government with credentials comparable to those required for membership on the graduate faculty, may serve as an external member of a master’s thesis or doctoral dissertation committee. The External Member does not need to be a member of the Graduate Faculty. External members are appointed with approval of the Graduate School. External members have full voting privileges on the student’s committee and are expected to participate in the student's final examinations. They will also be consulted in the writing of the thesis or dissertation. External members sign the thesis or dissertation signature page.

Once appointed as an external committee member and approved by the Graduate School, the appointment does not need to be renewed for subsequent service on thesis and dissertation committees.

IV. The Apportionment of the Graduate Council Membership
Membership on the Graduate Council is by appointment rather than by faculty-election. Notwithstanding, the membership should be representative of the University’s diverse graduate programs housed within the five Colleges. Each of the five Colleges shall have two permanent membership-slots on the Graduate Council. The appointment procedure for the college representatives to the Graduate Council shall be at the discretion of the Deans of the respective Colleges, with advisory input from the Executive Director of the Graduate School.