

**COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
GRADUATE COMMITTEE FACULTY POLICY
Tenure and Tenure-Track Faculty**

Dean's Council Approved March 4, 2003

Revised March 3, 2015

Revised December 9, 2015

The Texas A&M University Policy on Graduate Committee Faculty implemented in 1998 states that appointment to membership, although considered an honor, serves functional purposes and must be earned. Membership appointment is designed to assure competence in the directing and counseling of graduate students, and in the teaching of graduate courses. Experience, knowledge of operational procedure, and continuous scholarship are among the factors that define competence. The University's general expectation is that membership on the Graduate Committee Faculty is maintained through participation in the graduate program by teaching, by directing or administering graduate work, by doing research and publication, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education. The Graduate Council expects that all Deans and Department Heads will regularly review the Graduate Committee Faculty under their direction, and will recommend withdrawal of the appointment of any member(s) who no longer merits membership on the Graduate Committee Faculty on the basis of his or her lack of contribution to graduate education. The Department Head shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty, and the faculty member has the right to appeal her or his removal through the PPM 2.3.2.6 (Faculty Grievance Procedures). Colleges may establish criteria for Graduate Faculty status that go beyond the University criteria, and Departments may establish criteria that go beyond College criteria. This has been the case in the College of Education and Human Development (CEHD) since the adoption of the 1992 (revised 1998, 2015) CEHD (then College of Education) Graduate Committee Faculty Policy.

A graduate student in CEHD may not be a member of the Graduate Faculty. Membership on the Graduate Faculty of any faculty or staff member of Texas A&M University or The Texas A&M System and affiliated research organizations is forfeited upon a faculty or staff member's admission to a graduate program at Texas A&M University.

The two categories of membership are: 1) Member, and 2) Special Appointment.

Possible Roles of Graduate Committee Faculty

Member				
Role	Master’s Only (MS or MA)	Mater’s Only (MEd or other Professional Master’s)	Doctoral (PhD or DrPH) and Master’s	Doctoral (EdD, DEng) and Master’s
Chair				
C-Chair				
Member				
Special Appointment				
Extra Member (non-voting)				

MEMBERS OF GRADUATE COMMITTEE FACULTY

A. Tenured and Tenure-Track TAMU Faculty

Tenured and Tenure-track (T/TT) faculty members of Texas A&M University are eligible to participate as members of the Graduate Committee Faculty under criteria and guidelines as established by each department. The aforementioned faculty members may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students.

Appointment of a T/TT faculty member is accomplished through use of the Personal Record Form by the head of a department, chair of an intercollegiate faculty group, or dean of a college. Nominations of T/TT faculty members who are not adloc’d to a graduate degree-granting unit, to serve as chair or co-chair in a graduate degree-granting unit must come from the department head for that graduate degree-granting unit.

B. Academic Professional Track Faculty and Professional Staff of TAMU, TAMUS Agencies, and Affiliated Hospitals and Clinical Organizations

An academic professional track faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department guidelines), and may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students with appropriate approval. Professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department guidelines), and may serve as co-chair or member of advisory committees of master’s and doctoral students with appropriate approval.

Appointments of these academic professional track individuals and professional staff are accomplished through use of the Personal Record Form and a letter, initiated by the head of the academic department, through the Graduate Instruction Committee and the Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General qualifications for serving on advisory committees for master's students only

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for master's students only are described below each role in the following section.

Chair role:

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for master's students.

- (a) qualifications (a)-(d) listed below for co-chair role
- (b) employment location near city of Texas A&M campus site (except for online programs).

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master's students.

- (a) has an earned master's or terminal degree;
- (b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline;
- (d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students.

- (a) has an earned master's or terminal degree, or an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, through the Graduate Instruction Committee and Dean.

2. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Chair role:

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for doctoral students.

- (a) qualifications (a)-(d) listed below for co-chair role;
- (b) employment location near city of Texas A&M campus site (except for on-line programs).

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree;
- (b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline;
- (c) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

Member role:

The following minimum qualifications must be met for eligibility to be eligible to serve in the member role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree, or an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, through the Graduate Instruction Committee and Dean.

C. Faculty and Professional Staff Employed By Other Institutions and Organizations

Faculty and Professionals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department guidelines), and may serve as co-chair or member of advisory committees of master's and doctoral students with appropriate approval.

Appointments of the aforementioned individuals are accomplished through use of the Personal Record Form and a letter, initiated by the head of the academic department, through the College Graduate Instruction Committee and the Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General qualifications for serving on advisory committees for master's students only.

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are described below each role in the following section.

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master's students.

- (a) has an earned master's or terminal degree;
- (b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students.

- (a) has an earned master's or terminal degree, or an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, d through the Graduate Instruction Committee and Dean.

2. General qualifications for serving on advisory committees for doctoral students.

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations to serve in the various roles of the

graduate committee faculty for doctoral students are described below each role in the following section.

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree;
- (b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree, or an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, through the Graduate Instruction Committee and Dean.

SPECIAL APPOINTMENTS

There may be times when the head of an academic department wishes to have qualified individuals serve on a student's Advisory Committee without being permanent members on the Graduate Committee Faculty (e.g., the person might be employed at another university, in government, or in industry). An individual serving as a Special Appointment on a student's Advisory Committee is not counted toward the minimum number of Graduate Committee Faculty necessary to form the committee. These appointments are accomplished by use of the Personal Record Form, and a letter, initiated by the head of an academic department to the Associate Provost for Graduate and Professional Studies, with the individual's resume attached. The letter should state the merits of the individual being nominated and a list of the specific student advisory committees on which the individual will serve.