

# 12.99.99.C0.03 Designation of Graduate Faculty



Revised: September 11, 2023  
Next Scheduled Review: March 4, 2024  
[Revision History](#)

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## Procedure Summary

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The graduate faculty contribute to graduate degree programs of the Texas A&M University-Corpus Christi (TAMU-CC) by determining the curricula, teaching graduate courses, serving as graduate student mentors, and serving on graduate student advisory committees. The graduate faculty consists of properly qualified faculty nominated by the academic units (e.g., college, school) and appointed by the dean of the College of Graduate Studies. The President, the Provost, the Vice President for Research and Innovation, the deans/directors of all academic units, and the dean of the College of Graduate Studies are considered administrative appointees to the graduate faculty. Appointment to the graduate faculty, although considered an honor, is designed to assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Appointment signifies that a member's experience and knowledge are appropriate to support a given graduate program. This procedure outlines the eligibility criteria, associated privileges, and approval process for all classifications of the university's graduate faculty.

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## Procedure

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### 1. MEMBERS

#### 1.1. Eligibility

1.1.1. Tenured and tenure-track faculty associated with, or seeking association with, a graduate program may serve as members of the graduate faculty. The university requires graduate faculty members to meet the following criteria:

- have a terminal degree in the faculty member's area/discipline or related field; and
- show evidence of sustained scholarly/creative engagement in the discipline or related field of study through peer-reviewed

publications, creative works, externally funded grants, and/or professional practice as recognized by the individual academic units. Sustained engagement requires evidence for scholarship or creative activity or external grant funding during the preceding appointment period as a member of the graduate faculty.

1.1.2. An individual academic unit may supplement these criteria with those more specific to the disciplines within the academic unit. Supplemental criteria in excess of the criteria listed in 1.1.1 of this procedure must be clearly identified in the academic unit's faculty handbook.

## 1.2. Privileges

1.2.1. Members of the graduate faculty may teach graduate-level courses and serve on, or chair, graduate committees.

## 2. ASSOCIATE MEMBERS

### 2.1. Eligibility

2.1.1. Full-time faculty members or professional staff employed by TAMU-CC, or emeritus faculty, who hold a terminal degree common to that person's discipline may be granted associate member status on the graduate faculty. Members of the Texas A&M University System graduate faculty and employees of federal and state agencies in the region are also eligible for associate member status.

The university requires associate members of the graduate faculty to meet the following criteria:

- have a terminal degree in the faculty member's area/discipline or related field; and
- show evidence of sustained scholarly/creative engagement in the discipline or related field of study through peer-reviewed publications, creative works, externally funded grants, and/or professional practice as recognized by the individual academic units. Sustained engagement requires evidence for scholarship or creative activity or external grant funding during the preceding appointment period as a member of the graduate faculty.

2.1.2. An individual academic unit may supplement these criteria with those

more specific to the disciplines within the academic unit. Supplemental criteria in excess of the criteria listed in 2.1.1 of this procedure must be clearly identified in the academic unit's faculty handbook.

## 2.2. Privileges

2.2.1. Associate members of the graduate faculty may teach graduate-level courses and serve on graduate committees. They may co-chair (but not chair) graduate committees with a tenured/tenure-track faculty member as the other co-chair.

## 3. ADJUNCT MEMBERS

### 3.1. Eligibility

3.1.1. Full-time fixed-term faculty at TAMU-CC are eligible for adjunct member status on the graduate faculty. Employees of the member institutions/agencies of the Texas A&M University System, other institutions of higher education accredited by U.S. accrediting organizations recognized by the Council for Higher Education Accreditation (CHEA), and qualified staff of federal and state agencies are also eligible for adjunct member status.

Recognized scholars who do not hold a permanent appointment to the faculty (including visiting and adjunct academic appointments) at TAMU-CC, but who have a terminal degree in their discipline may be eligible for appointment to adjunct member status.

The university requires adjunct members of the graduate faculty to meet the following criteria:

- have a terminal degree in the faculty member's area/discipline or related field; and
- show evidence of sustained scholarly/creative engagement in the discipline or related field of study through peer-reviewed publications, creative works, externally funded grants, and/or professional practice as recognized by the individual academic units.

3.1.2. An individual academic unit may supplement these criteria with those more specific to the disciplines within the academic unit. Supplemental criteria in excess of the criteria listed in 3.1.1 of this procedure must be clearly identified in the academic unit's faculty

handbook.

### 3.2. Privileges

3.2.1. Adjunct members of the graduate faculty may teach graduate-level courses and serve on graduate committees.

## 4. TEACHING MEMBERS

### 4.1. Eligibility

Recognized scholars, or individuals with specific expertise, who hold a contractual appointment to teach graduate courses at the university, and hold a recognized, acceptable terminal degree common to that person's discipline, and are credentialed by the Office of the Provost may be eligible for teaching member status. Graduate faculty designation is not necessary for faculty responsible for graduate clinical, laboratory, or practicum sections, who are not the instructor of record for the course the clinical, laboratory, or practicum section supports.

### 4.2. Privileges

Teaching members of the graduate faculty may teach graduate-level courses. A teaching member of the graduate faculty may not serve on graduate committees.

## 5. SPECIAL APPOINTMENTS

### 5.1. Eligibility

5.1.1. An academic department at TAMU-CC may have a need for individuals to serve on a graduate committee or teach a graduate course who do not have a terminal degree in their field. Persons may qualify for special appointment to the graduate faculty if they have demonstrated exceptional scholarly or creative activity, relevant professional experience, or professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other competencies and achievements that would benefit the graduate program.

5.1.2. A graduate student in a given program may not receive a special appointment to the graduate faculty of that program.

5.1.3. An individual who holds special appointment status to the graduate

faculty and who serves on a graduate committee is not counted toward the minimum number of graduate faculty necessary to form the committee.

## 5.2. Privileges

5.2.1. An individual who holds a special appointment status to the graduate faculty may serve on a graduate committee or teach a graduate-level course as requested during the nomination process. The chair/program coordinator should indicate for which specific committee assignments or specific teaching assignments the special appointment status is requested. Special appointments to serve on student master's or doctoral committees are for the duration of that student's committee for a period not to exceed six (6) years. If service is required for a doctoral committee beyond six (6) years, reappointment may be requested.

## 6. APPROVAL PROCESS

6.1. Nomination of an individual to the graduate faculty is accomplished by submission of a candidate's most recent curriculum vitae accompanied by the graduate faculty application for review at the departmental level. The outcome of the review will be forwarded in writing to the academic department chair and the dean/director of the academic unit for further recommendation. Nominations, with the exception of new tenure-track faculty, must be submitted to the Graduate Council for review of the candidate's qualifications and recommendation to the dean of the College of Graduate Studies for approval. Nominations for new tenure-track graduate faculty will be submitted to the Graduate Council for informational purposes.

6.1.1. All new tenure-track faculty affiliated with a graduate program are appointed to the graduate faculty until their third-year review for promotion and tenure, at which time reaffirmation of graduate faculty status may be requested.

6.1.2. All applications for reaffirmation of graduate faculty status must be submitted to the College of Graduate Studies by March 1<sup>st</sup>.

6.2. All graduate faculty must undergo a successful review at least once every six (6) years to maintain graduate faculty status. Reaffirmation of graduate faculty status follows the process outlined in section 6.1 of this procedure and should occur concurrently with the tenure, promotion, and post-tenure review processes (see university rule *12.01.01.C1, Tenure* and university procedures *12.06.99.C0.01, Post-Tenure Review*, and *33.99.04.C0.02, Promotion of Full-*

*Time Faculty Members*).

## 7. APPEAL

A faculty member who is denied or removed from graduate faculty status has the right to appeal following the process outlined in university procedure *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*.

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## Related Statutes, Policies, or Requirements

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University Rule [12.01.01.C1, Tenure](#)

University Procedure [12.06.99.C0.01, Post-Tenure Review](#)

University Procedure [32.01.01.C0.01, Complaint and Appeal Process for Faculty Members](#)

University Procedure [33.99.04.C0.02, Promotion of Full-Time Faculty Members](#)

This procedure supersedes:

- *12.99.99.C3.01, Designation of Graduate Faculty*
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## Contact Office

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Contact for interpretation and clarification: Dean of the College of Graduate Studies  
(361) 825-3847