

Graduate Faculty Committee Doc No. 1173

Revised February 17, 2020

Revised and Approved September 18, 2017

Revised and Approved March 21, 2016

Revised and Approved September 20, 2010

RECOMMENDATION OF THE ~~SUBCOMMITTEE ON GRADUATE COURSE AND CURRICULUM~~ GRADUATE FACULTY COMMITTEE FOR THE CRITERIA FOR: 1) GRADUATE FACULTY MEMBERSHIP; 2) MAJOR PROFESSOR, ADVISOR, OR COMMITTEE CHAIR AND COMMITTEE FOR MASTER'S STUDENTS; AND 3) MAJOR PROFESSOR, ADVISOR, OR COMMITTEE CHAIR AND COMMITTEE FOR DOCTORAL STUDENTS

## **I. Graduate Faculty Membership**

UWM Policies and Procedures 2.02(2), July, 2009, gives the Graduate Faculty Committee (GFC) authority to establish qualifications for membership in the Graduate School Faculty (hereafter "Graduate Faculty").

### **A. Criteria for Initial Membership on the Graduate Faculty**

To approve someone for initial membership on the Graduate Faculty, the Executive Committee of the program/department must verify that the person:

1. Is a voting member of the Faculty of the University of Wisconsin-Milwaukee as defined in UWM Policies and Procedures 1.01(1).
2. Possesses a terminal degree.
3. Meets the membership criteria established by the department/programmatic unit. Individual programs may specify more stringent or specialized requirements beyond minimum GFC requirements.

### **B. Criteria for Continuing Membership on the Graduate Faculty**

To approve someone for continuing membership on the Graduate Faculty, the Executive Committee of the program/department must verify that the person meets the criteria in I.A [3], and, during the previous three academic years, has:

1. Demonstrated scholarly or creative activity,
2. Participated in graduate education by teaching graduate level courses, directing graduate level independent study, or serving as a member of a thesis or dissertation committee, and

3. Where applicable, been involved in service at the state or national level as evidenced by activities such as participation in professional organizations or serving as a journal reviewer or editor.

### **C. Duties requiring Graduate Faculty status**

1. Serving on the GFC or other graduate faculty governance committees~~its subcommittees~~.
2. Teaching courses that carry graduate credit. In exceptional circumstances, departments may assign graduate teaching responsibilities to individuals who do not hold Graduate Faculty status, but who otherwise meet the department's criteria for such duties.
3. Serving as a major professor, advisor, or committee chair for master's students. (See exception in Section II.)
4. Serving on a doctoral student's committee. (See exception in Section V.)

### **D. Department/Program Criteria**

1. Each department or programmatic unit must file with the GFC a statement of any criteria for membership on the Graduate Faculty that are in addition to those listed above. This statement should be reviewed annually by the department/program and any revisions filed with the Committee.
2. If department/program criteria are revised, current faculty members shall have at least one academic year, but no more than three academic years, to meet the revised criteria.
3. Responsibility for interpreting minimum GFC requirements and departmental criteria rests with the individual department or programmatic unit. An individual faculty member may challenge the validity of such interpretation on a case-by-case basis. If the department or programmatic unit and the individual fail to reach agreement in such cases, the matter shall be resolved by the GFC.

### **E. Procedures for Removal of Graduate Faculty Status**

1. A vote of the Executive Committee within the departmental or programmatic unit is required to remove graduate faculty status from a current graduate faculty member.
2. Any UWM faculty member who wishes to contest the removal of graduate faculty status shall present their~~his or her~~ case to the GFC.

## II. Master's Advisor, Major Professor, or Committee Chair

- A. The advisor, major professor, or committee chair for a master's student must be a member of the UWM Graduate Faculty. A member of the UWM Category B Research Academic Staff with the Scientist title (any prefix) also may serve in this capacity to a master's student providing that they have~~he/she has~~ been approved by the student's department or programmatic unit.
- B. However, upon retirement or resignation, an individual who has been serving as a committee chair for a particular master's student may continue in that role for up to ~~one~~ two years. After two years, they may be permitted to serve as co-chair with the approval of the department Executive Committee.
- C. A continuing UWM faculty member whose graduate faculty status has been removed, and who has been serving as thesis director for a particular student, may continue in this role until the completion of the thesis, with the approval of the department/programmatic unit.

## III. Master's Committees

With the exception of the advisor, major professor, or committee chair, the composition of and criteria for master's advisory and examining committees is at the discretion of the department or programmatic unit. Upon retirement or resignation, an individual who has been serving as a committee member for a particular master's student may continue in that role for up to two years. After two years, they may be permitted to serve as a committee member with the approval of the department Executive Committee.

## IV. Professional Doctorate Program Faculty Advisor, Major Professor, or Committee Chair

- A. The faculty advisor, major professor, or committee chair for a student in professional doctorate program (e.g. DPT, DNP) must
  1. Be a member of the UWM Graduate Faculty or the UWM Category B Research Academic Staff with the Scientist title (any prefix) or may be a member of the UWM Instructional Academic Staff, and must be approved by the Executive Committee of the department or program as being eligible to serve in that role.
  2. Have a record of continuing scholarly or creative work which is published or otherwise displayed for examination by the scholarly community, in accord with the traditions of the discipline.
- B. However, upon retirement or resignation, an individual who has been serving as a committee chair for a particular doctoral student may continue in that role for up to two years. After two years, ~~s/he~~ they may be permitted to serve as co-chair with the approval of the department Executive Committee.

**V. Doctoral Advisor, Major Professor, or Committee Chair**

- A.** The advisor, major professor, or committee chair for a student in a Ph.D. program must
- i. Be a member of the UWM Graduate Faculty or the UWM Category B Research Academic Staff with the Scientist title (any prefix), and
  - ii. Have a record of continuing scholarly or creative work which is published or otherwise displayed for examination by the scholarly community, in accord with the traditions of the discipline.
  - iii. Be approved by the Executive Committee of the department or program as being eligible to serve as a committee chair.
- B.** However, upon retirement or resignation, an individual who has been serving as a committee chair for a particular doctoral student may continue in that role for up to two years. After two years, ~~she~~they may be permitted to serve as co-chair with the approval of the department Executive Committee.
- C.** In addition to those qualifying under IV. A. and IV.B., the advisor, major professor, or committee chair for a student in a professional doctorate program (e.g. DPT) may be a member of the UWM Instructional Academic Staff, and must be approved by the Executive Committee of the department or program as being eligible to serve in that role.

**VI. Other Doctoral Committee Members**

- A.** UWM Graduate Faculty and UWM Category B Research Academic Staff, holding the title of Scientist, are eligible to serve as doctoral committee members upon approval of the Executive Committee of the department or programmatic unit.
- B.** For professional doctoral programs (e.g. DPT), members of the UWM Instructional Academic Staff also are eligible to serve as committee members with the approval of the Executive Committee of the department or programmatic unit.
- C.** The majority of the members of a student's doctoral committee must be individuals qualifying under Section V.A or V.B.
- D.** At the recommendation of the student's major professor, the Executive Committee of the department or programmatic unit may appoint one member of a doctoral

Graduate Faculty Committee Doc. No. 1173 p. 5

Revised February 17, 2020

Revised and Approved September 18, 2017

student's committee, including a co-chair, who does not qualify under section  
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V.A. or V.B. Such appointments are made on the basis of appropriate professional and academic credentials for those whose expertise would make a relevant and significant contribution to the student's progress.

- E. At the recommendation of the Executive Committee of a department or programmatic unit, UWM Visiting Faculty with expected residence of three or more years may be approved by the ~~Subcommittee on Graduate Course and Currieulum~~ Graduate Curriculum Committee (GCC) as doctoral committee members for that program for the length of the faculty visit.
- F. At the recommendation of the Executive Committee of a department or programmatic unit, current faculty from other institutions with whom UWM has an approved cooperative agreement (in the form of a Memorandum of Understanding) may be approved by the ~~Subcommittee on Graduate Course and Currieulum~~ Graduate Curriculum Committee (GCC) as doctoral committee members for that program.
- G. Upon retirement or resignation, an individual who has been serving as a committee member for a particular doctoral student may continue in that role for up to two years. After two years, they may be permitted to continue to serve as a committee member with the approval of the department Executive Committee.

## **VII. Procedures for Maintaining the Graduate Faculty Roster, and Lists of those Eligible to Serve on Doctoral Committees and as Doctoral Committee Chairs**

- A. At the beginning of each academic year, the Graduate School will solicit from each department or programmatic unit a list of faculty members approved by their respective Executive Committee for membership in the Graduate Faculty, and for eligibility as doctoral committee members or committee chairs (including those approved under Section VI.D. and VI.E. above). The department chair or program director will submit the list, including current rank of the faculty, by September 30. Additional changes throughout the academic year should be sent to the Graduate School.
- B. The graduate faculty roster for each program shall be included in the respective Bulletin copy.

## **VIII. Recommendation for Action**

- A. That the policy and procedures designated herein be approved.
- B. That the policy and procedures become effective immediately following administrative approval.