

## **Graduate Faculty Membership**

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Membership in the Graduate Faculty establishes the eligibility of faculty to participate in graduate education. The appropriate status must be approved prior to the teaching of a graduate course, supervising a master's or doctoral student, or serving on a student's committee.

There are four different categories of membership: Graduate Faculty Status (GFS); Graduate Teaching Status (GTS), Co-Master's Directive Status (CMDS), and Co-Doctoral Directive Status (CDDS).

### **Graduate Faculty Status (GFS)**

Graduate Faculty Status (GFS) establishes the eligibility of faculty to teach all graduate-level courses, to sit on all graduate-level committees, to chair or co-chair graduate student thesis, treatise and dissertation committees, and to participate fully in all components of graduate education, research and service. As noted below assignments to and limitations from individual GFS responsibilities (teaching, research, student committees, and service) for any GFS member are delegated to the unit level authority where such assignments of responsibilities are made.

### **Graduate Faculty Status: Appointment**

Appointment to Graduate Faculty Status (GFS) is generally reserved for members of the "ranked faculty" who hold tenured and tenure-earning appointments in graduate degree-granting departments or programs, and for those members of the Professional Staff to whom the President has assigned an academic rank. Appointment to GFS must be by affirmative super majority (2/3) vote of all individuals who hold GFS in the department (or college) and approval by their department chair, their academic dean, and the Dean of the Graduate School. Newly hired faculty may be appointed to Graduate Faculty Status (GFS) as a condition of their appointment to a tenure-earning position in a graduate degree-granting department upon approval of the appropriate departmental faculty, chair, dean of the college and the Dean of the Graduate School. Assignments to and limitations from individual GFS responsibilities (teaching, research, student committees, and service) for any GFS member are delegated to the unit level authority where such assignments of responsibilities are made. Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and (2) proven expertise in the teaching area.

Each academic unit (colleges and departments) shall adopt specific written criteria that its faculty must meet in order to be appointed to GFS. Subject to consideration of special circumstances, these criteria shall indicate the terminal academic degree and/or the level of professional experience and scholarship required for a faculty member to be appointed to GFS. Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision, and

service. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

Each unit's written GFS criteria are subject to approval by their academic dean, the Graduate Policy Committee and the Dean of the Graduate School. Departments and Colleges will determine these criteria and procedures for appointments according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. Names of new GFS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Under special circumstances qualified persons who are members of the FSU specialized or non-tenure track faculty may be appointed to Graduate Faculty Status (GFS) under the above procedures. Under no circumstances does this provision apply to persons holding adjunct or visiting in lieu of adjunct appointments to the faculty.

Members of the specialized and non-tenure track faculty who are approved for GFS may serve only as a co-major professor of a doctoral committee alongside another co-major professor who must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor, or Eminent Scholar) and holding GFS. The specialized or non-tenure track faculty member must also be approved by the chair of the department for service on the specific committee. NOTE: For any doctoral committee, the major professor or at least one co-major professor must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor, or Eminent Scholar) of the department/unit in which the degree is to be granted. If the doctoral degree is sought in an interdisciplinary area of study, the major professor or at least one co-major professor must be a tenure-track or a tenured faculty member in a department/unit related to the area of interdisciplinary study. However, those who are not members of the tenure-track faculty who served as the major professor of an active doctoral dissertation committee between the dates of July 1, 2008 and July 1, 2013, shall remain eligible to direct doctoral treatises and dissertations.

Members of the specialized and non-tenure track faculty who are approved for GFS are eligible to serve as the major professor of master's thesis committees. They are not eligible to serve as the University Representative on doctoral dissertation and treatise committees.

### **Graduate Teaching Status (GTS)**

Graduate Teaching Status (GTS) establishes the eligibility of faculty to teach all graduate-level courses. A person must be appointed to Graduate Teaching Status (GTS) to be eligible to teach graduate courses. Those holding GTS must be separately appointed to sit on graduate student committees and to co-direct master's theses and doctoral dissertations and treatises.

## **Graduate Teaching Status: Appointment**

Appointment to Graduate Teaching Status (GTS) is required for members of the specialized and non-tenure-earning faculty (NTTF) to teach graduate courses. Graduate Teaching Status (GTS) does not accord eligibility to serve, co-chair, or chair master's and doctoral committees nor to perform other functions of graduate education without further appointment (see below). GTS may be awarded for multiple academic degree programs with the approval of the appropriate department, college, and the Dean of the Graduate School. A faculty member with Graduate Teaching Status may be the instructor of record for 5000, 6000, and 7000-level courses.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and/or (2) proven expertise in the teaching area.

Under special circumstances qualified persons who are not regular members of the FSU faculty may be hired into a Visiting in Lieu of qualifying position and appointed to GTS on a temporary basis (up to three years) with the approval of the dean of the college and the Dean of the Graduate School. Temporary graduate teaching status is course-specific and expires at the end of the appointment period. Renewals may be requested by the academic unit. Persons holding appointment as adjunct faculty or Post Doctoral Research Associates (9189) are not eligible for GTS. Exceptions to this policy may be made by requesting Courtesy Faculty status in an appropriate classification code as well as GTS for such persons through the Vice President for Faculty Development and Advancement and the Dean of The Graduate School. For example, an FSU employee meeting the required criteria for appointment to GTS, but who is appointed as an A & P Program Director would need to be approved for status as a courtesy faculty member and subsequently approved for GTS in order to teach a graduate course.

Academic units will determine criteria and procedures for GTS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee. Names of new GTS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Normal policy forbids graduate students from teaching graduate courses. Exceptions can be requested as follows:

Colleges where a master's-level professional degree is the normal terminal degree may request approval from the Vice President for Faculty Development and Advancement through the Dean of The Graduate School for doctoral students to teach in a practice-oriented master's-level course in a specific semester under the supervision of a regular tenured or tenure-earning faculty member with graduate faculty status. The request for approval shall include (a) justification for the request, (b)

details of the course, (c) full CV of the student in question, and (d) details of the supervision arrangement. Approval must be given for a specific course or courses, and must be renewed annually.

Academic units must ensure that graduate teaching assistants meet the criteria of having 18 student credit hours of graduate level work in the academic program before they are assigned to primary teaching responsibilities for undergraduate courses. To teach graduate courses the Graduate Teaching Assistant would need to have the master's degree (or its equivalent e.g. 30 hours) or an equivalent amount of practical work experience in the field. Final approval for graduate students teaching graduate courses will be by both the Dean of The Graduate School and the Vice President for Faculty Development and Advancement. Under no circumstances may a graduate student be appointed as a member of another graduate student's advisory and examining committee. Permission must be granted prior to the teaching of a graduate course by a graduate student.

### **Co-Master's Directive Status (CMDS)**

Co-Master's Directive Status (CMDS) establishes the eligibility of specialized, non-tenure track, and courtesy faculty to serve as the co-major professor for a master's student or to be an official member of a student's committee. Participation as such in a student's committee does not count towards the minimum number of GFS members.

### **Co-Master's Directive Status: Appointment**

Members of the specialized and non-tenure-earning faculty (NTTF) must be appointed to Co-Master's Directive Status (CMDS) to serve as a member or co-major professor of a master's thesis committee. An FSU ranked faculty member (Assistant, Associate, Full, Eminent Scholar) with GFS must serve as the other co-major professor and the committee must include at least three members with GFS. A person holding CMDS may also serve on committees for doctoral students, provided each such committee includes at least four members with GFS

Under special circumstances qualified persons may be appointed as courtesy faculty through the Office of Faculty Development and Advancement to participate as part of a student's committee. Such courtesy faculty must also be approved for Co-Master's Directive Status (CMDS) through the Graduate School to serve as an official member or co-major professor of such a committee. Requests for CMDS must state the specific student committee(s) for which approval is requested.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent, and (2) proven ability to conduct scholarly research and publish in reputable media or to perform equivalent scholarly or creative works.

Academic units will determine criteria and procedures for CMDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will

be subject to the approval of the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee. Names of new CMDS appointees will be sent to the Dean of The Graduate School for confirmation with advice and consent of the Graduate Policy Committee.

### **Co-Doctoral Directive Status (CDDS)**

Co-Doctoral Directive Status (CDDS) establishes the eligibility of specialized, non-tenure track, and courtesy faculty to serve as the co-major professor for both doctoral and master's students or to be an official member of such students' committees. Participation as such in a student's committee does not count towards the minimum number of GFS members.

### **Co-Doctoral Directive Status: Appointment**

Members of the specialized and non-tenure-earning faculty (NTTF) and not holding CMDS must be appointed to Co-Doctoral Directive Status (CDDS) to serve as a member or co-major professor of a doctoral dissertation or treatise committee. An FSU ranked faculty member (Assistant, Associate, Full, Eminent Scholar) with GFS must serve as the other co-major professor and the committee must include at least four members with GFS. A person holding CDDS may also serve on committees for doctoral and master's students, provided each such committee includes at least three members with GFS

Under special circumstances qualified persons may be appointed as courtesy faculty through the Office of Faculty Development and Advancement to participate as part of a student's doctoral committee. Such courtesy faculty must also be approved for Co-Doctoral Directive Status (CDDS) through the Graduate School to serve as an official member or co-major professor of such a committee. Requests for CDDS must state the specific student committee(s) for which approval is requested.

Subject to consideration of special circumstances, the minimum qualifications for appointment are: (1) completion of a doctorate or its equivalent, (2) attainment of recognized professional stature in the discipline by virtue of substantial post-doctoral or equivalent scholarly or creative work and (3) experience in the supervision of graduate students.

Academic units will determine criteria and procedures for CDDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee. Names of new CDDS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

A faculty member in a department not granting the doctorate may be considered for Co-Doctoral Directive Status in a degree-granting department or authorized degree program. Requests may be

submitted either at the faculty member's initiative or at the invitation of the department. In each case the department shall follow its customary procedures for nominating faculty members for Co-Doctoral Directive Status, and nominations shall be forwarded by the academic unit to the school- or college-wide committee in accordance with the procedures above. Final confirmation rests with the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee.

Qualified specialized and non-tenure-track faculty (NTTF) may hold co-master's or co-doctoral directive status in more than one degree program. A faculty member with CMDS or CDDS in one FSU department may also be granted CMDS or CDDS by other academic units or authorized degree programs. Each area granting CMDS or CDDS would utilize its own criteria and procedures as outlined above.

### **Special case of the College of Law**

In addition, Graduate Teaching Status (GTS), Co-Doctoral Directive Status (CDDS), and Co-Master's Directive Status (CMDS) are automatically granted to faculty members in the College of Law who hold tenure track appointments and possess an appropriate terminal degree (e.g., J.D.). The rationale for this policy is that these faculty are hired for the purpose of only educating post-baccalaureate students, unlike other segments of the university where faculty are hired to teach undergraduates and must be granted GFS or GTS to teach graduate students and engage in graduate education activities in their disciplines. A tenured faculty member in the College of Law cannot serve as an official University Representative on a doctoral committee unless GFS is awarded to that faculty member by an eligible graduate program. However, since this policy also grants CDDS and CMDS to College of Law faculty they can serve on master's and doctoral committees and co-advise a student in an official capacity though they cannot count towards the minimum number of GFS members required for such committees.

### **Retired Faculty**

Full-time faculty holding Graduate Faculty Status who either fully retire (includes Emerita/Emeritus status) or enter an early retirement plan (service professors) may retain their status as members of the Graduate Faculty under the following conditions:

- Fully retired faculty (includes Emerita/Emeritus status) may continue to serve as major professors for those students who have already begun their thesis/dissertation at the time of the professor's retirement. Fully retired faculty, however, may not accept additional students in this capacity. Fully retired faculty may serve as an additional member beyond the minimum number required on master's/doctoral committees of new students if they choose. Appointment to courtesy is not necessary, but department chairs must send a memo to The Graduate School indicating the names of the student committees on which the professor serves and the approval of this continued service.

- Service professors (phased retirees) retain Graduate Faculty Membership under the same guidelines as full-time faculty. These faculty are cautioned, however, to schedule their semesters of employment to coincide with the needs and projected timelines of their doctoral candidates.

## **Faculty Who Depart the University for Reasons other than Retirement**

For faculty who depart the University for any reason other than retirement, the department or program in which directive status is held will review the faculty member's status and the committees the faculty member serves on or chairs. If the department or program wishes to continue the faculty member in some or all of these roles, it may provide a courtesy appointment and nominate the faculty member for master's or doctoral co-directive status, as needed, so the faculty member may continue as co-chair or member for those students who have already begun their thesis/dissertation at the time of the faculty member's departure. If the faculty member is serving as committee chair, the department will then designate a current or new member of the committee with GFS as co-chair of the committee. Faculty members who depart the University may not accept additional students in this capacity, nor may they serve as the University Representative on committees. Nominations for this limited co-directive status, following the usual process, will be sent to the college committee, to the dean's office and then to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.