

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICIES**

12.01.99.Z1.02 Guidelines for Graduate Faculty Membership School of Graduate Studies

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Supplements System Policy 12.01

Training leading to the graduate degrees in the biomedical and public health sciences is an integral component of the Texas A&M University System Health Science Center (HSC). The School of Graduate Studies (SGS) is a division within the HSC whose activities complement and coordinate those academic programs of the HSC in which advanced students are pursuing M.S. and Ph.D. degrees.

1. MISSION

The HSC SGS is dedicated to providing a rigorous and stimulating research and training environment for qualified students in the health-related sciences who will furnish the intellectual capital required to advance the research and training mission of the HSC and ensure a new generation of leaders as clinician-scientists, basic scientists and educators in the health sciences. The faculty of the School of Graduate Studies is committed to excellence in interdisciplinary research training for students whose contributions will provide the fundamental knowledge needed to cure diseases and to improve health and well being for all people.

2. OVERVIEW

The SGS has administrative authority for all academic graduate programs in the HSC. The SGS may also support interdisciplinary-interinstitutional graduate programs in cooperation with affiliated institutions.

The administrative headquarters of the SGS is located on the HSC- College Station campus. The Chief Academic Officer of the SGS is the Dean, who may be assisted by an Executive Associate Dean. Each major program and campus location has an Associate Dean of graduate studies who provides local oversight for SGS students and faculty.

3. GENERAL DESCRIPTION OF THE GRADUATE FACULTY

Appointment to the faculty of the School of Graduate Studies, although considered an honor, serves functional purposes and must be earned. Appointment is not for the purpose of

conferring recognition upon an individual, but is designed to assure competence in the training and counseling of graduate students.

The Faculty of the School of Graduate Studies is comprised of qualified faculty members who have primary appointments at other HSC components as well as qualified individuals from the academic faculty and staff of other parts of the Texas A&M University System (TAMUS) and from affiliated research organizations, universities, and agencies. Credentialing of SGS Graduate Faculty takes place as part of their primary appointment. Appointees to the Graduate Faculty participate in the graduate degree programs of the SGS by serving on student advisory committees, supervising student research, teaching graduate courses, conducting other training and evaluation of graduate students, and committee work related to graduate education in the HSC.

The Faculty of the SGS consists of Members, Associate Members, Adjunct Members and Special Appointments. Members and Associate Members must be appointees of TAMUS or such other institutions. Qualifications, privileges and responsibilities for each membership category follow guidelines presented in relevant TAMUS Policies and Regulations, and HSC Rules and Internal Policies¹, and as further defined by this document.

Each associate dean for graduate studies should verify that faculty members appointed to the Graduate Faculty have demonstrated a continuing commitment to quality graduate education and should notify the dean if they believe that membership on the SGS Graduate Faculty should be adjusted or terminated.

4. NOMINATION TO THE GRADUATE FACULTY

Nomination for membership on the Graduate Faculty must be initiated by the associate dean of the appropriate program and location and submitted electronically to the Office of Graduate Studies.

Each nomination packet must include the following:

1. Letter from the candidate's department/center chair or the graduate program director through the Associate Dean describing briefly: a) the background and b) the proposed role of the nominee in the graduate program.
2. Completed form: "Request for Appointment to Graduate Faculty."
(<http://gsbs.tamhsc.edu/forms/8.--request-for-appointment-to-graduate-faculty.pdf>)
3. Complete curriculum vitae.

¹ TAMUS Policies and Regulations 12.01 Academic Freedom, Responsibility and Tenure; 12.03 Faculty Academic Workload and Reporting Requirements; 12.06 Post-tenure Review of Faculty and Teaching Effectiveness; HSC internal policies 12.01.99.Z.01 Faculty Appointment, Promotion and Tenure; 12.01.99.Z1.02 The Graduate Faculty; 12.01.99.Z1.03 Academic Freedom, Ethics, Responsibility, Rights and Tenure; 12.03.Z1.01 Faculty Academic Workload; 12.06.99.Z1 (Rule) Post Tenure Review; and 12.06.99.Z1.01 Post Tenure Review Procedures.

5. THE GRADUATE FACULTY

5.1 Members

5.1.01 Eligibility: Any faculty member of TAMUS or other authorized institution who has an academic appointment of Professor, Associate Professor, Assistant Professor, or equivalent, who wishes to be an active participant in graduate programs of the School of Graduate Studies and who presents appropriate evidence of academic/professional accomplishment, is eligible to become a Member of the Graduate Faculty. Exceptions may be made for non-faculty members if the candidate has an unusual or unique contribution to make to the graduate program of the SGS and approval is granted by the Graduate Program Council (GPC) and the Dean or designee. Appointment of Members to the Graduate Faculty is made by the Dean or designee upon the recommendation of the GPC.

5.1.02 Privileges: A Member of the Graduate Faculty may teach graduate courses and serve as a member, co-chair, or chair of a graduate student's Advisory Committee and perform other functions requested by the Dean or designee.

5.2 Associate Members

5.2.01 Eligibility: Faculty who are not actively involved in education and research training of SGS students on a regular, ongoing basis, faculty from other institutions, research scientists, instructors and lecturers, and professional staff employed by the member components of the HSC and other components of the TAMUS, and employees of federal and state agencies who hold the highest earned degree common to their discipline may be granted Associate Member status on the Graduate Faculty of the SGS provided the individual's appointment will be beneficial to the graduate program. It is expected that a nominee for Associate Member status has exhibited appropriate evidence of academic/professional accomplishment. Recognized scholars and authorities whose merits are clearly established need not be measured by standard academic criteria. Appointment of Associate Members to the Graduate Faculty is made by the Dean or designee upon the recommendation of the GPC.

5.2.02 Privileges: An Associate Member of the SGS Graduate Faculty may teach graduate courses and serve as member or co-chair (but not as chair), with a Member as the other co-chair, of a graduate student's Advisory Committee.

5.3 Adjunct Members

5.3.01 Eligibility: Recognized scholars who do not hold a permanent appointment in the HSC or affiliated institutions but who otherwise meet the basic requirements for the status of Member or Associate Member of the Graduate Faculty, as described previously, may be eligible for appointment to Adjunct

Member status. It is expected that a nominee for Adjunct Member status has exhibited appropriate evidence of academic achievement or, in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment. Recognized scholars and authorities whose merits are clearly established need not be measured by standard academic criteria. Appointment of Adjunct Members to the Graduate Faculty is made by the Dean or designee upon the recommendation of the GPC.

5.3.02 Privileges: An Adjunct Member of the Graduate Faculty may teach graduate courses and serve as a member or co-chair (but not chair), with a Member as the other co-chair, or a graduate student's Advisory Committee.

5.4 Special Appointment: Special Appointments to the SGS may be made when the associate dean wishes to have qualified individuals serve on a student's Advisory Committee without being permanently on the Graduate Faculty as a Member, Associate Member, or Adjunct Member. Special Appointment shall be made by the Dean or designee for the period of expected participation and is subject to annual review. In the letter of request, the associate dean for graduate studies should indicate if the Special Appointment status is to be limited to the one specified committee, to one specified teaching assignment, or to a fixed length of time (e.g., for one or two years). Appointment of Special Members is made by the Dean or designee and does not require review and recommendation by the GPC.

6. AMENDMENTS

The Graduate Faculty Membership rules and regulations may be amended following approval by the GPC and the Dean of the SGS.

OFFICE OF RESPONSIBILITY

Dean of the School of Graduate Studies