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SECTION: Academic Affairs  
SUBJECT: Graduate Faculty Selection and Evaluation Policy  
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Policy for: Academic Affairs  
Procedure for: USC Upstate  
Authorized by: Dr. Clif Flynn  
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## I. Policy

### **Graduate Faculty Selection Criteria**

Academic units shall establish term limits and criteria for scholarly or creative productivity and successful teaching for graduate faculty. Unit criteria for creative and scholarly productivity for Graduate Faculty will be higher than the criteria established for satisfactory performance for undergraduate faculty.

For appointment as a Member of the USC Upstate Graduate Faculty the following minimum criteria must be met:

- Possession of appropriate terminal degree in his/her field. The requirement that candidates hold the terminal degree may be waived for Graduate Instructors or Adjunct Faculty members in cases where individuals (a) have made extraordinary contributions in scholarship, creativity or their profession or (b) are in disciplines where the earned doctorate is not commonly required for graduate teaching.
- Evidence of recent creative or scholarly productivity as established by unit criteria

## II. Procedure

To be considered for an appointment to the USC Upstate Graduate Faculty, a candidate must be recommended in writing by the dean to the Director of Graduate Studies. In the College of Arts and Sciences, this recommendation is initiated by the department chair to the dean who, upon approval, submits the names using the Graduate Faculty Appointment Form (see attached) to the Director of Graduate Studies and Senior Vice Chancellor for Academic Affairs. Provisional Graduate Faculty Status may be granted for one semester by the Dean.

Faculty can be appointed to one of the following statuses:

### **Graduate Faculty (Full Membership – 5 year term)**

Graduate Faculty members advise graduate students, teach graduate courses, compose appropriate items for and evaluate Master's comprehensive examinations, chair thesis

committees, direct research projects, and participate in graduate program development, revision, and accreditation processes. Graduate Faculty must be re-appointed according to term limits set by individual academic units. Terms may range from one session to up to five years.

**Graduate Instructor Status\*** Graduate Instructors advise graduate students, teach graduate courses, compose appropriate items for and evaluate Master's comprehensive examinations, serve on thesis committees, direct research projects, and participate in graduate program development, revision, and accreditation processes. Graduate Instructors must be re-appointed according to term limits set by individual academic units. Terms may range from one session to up to three years.

#### **Adjunct Graduate Faculty Status\***

Adjunct faculty members teaching in graduate programs are expected to meet the criteria for Graduate Faculty or Graduate Instructor. They may be expected to serve on thesis committees, direct independent studies, assist in program development and revision and accreditation processes. Adjunct faculty must be re-appointed according to term limits set by individual academic units. Terms may range from one session to up to three years.

#### **Appeal Process:**

Faculty members who feel they have been inappropriately denied membership on the Graduate Faculty may appeal to the appropriate Dean for reconsideration. If satisfaction is not attained, the faculty member may appeal to the Graduate Committee. If still not satisfied, the faculty member can pursue the matter through the grievance process as specified in the *Faculty Manual*.

#### **Graduate Faculty Evaluation Criteria**

Faculty members teaching at the graduate level are expected to demonstrate a high level of competence in teaching and scholarship. Continued professional development is essential for this to occur. It is expected that individual faculty members take the initiative, supported by the University, in promoting and enhancing their own growth as teachers, scholars, practitioners and professionals. Faculty members should consider, among other strategies, taking additional graduate work in the discipline, attending professional meetings and in-service training, and writing and presenting scholarly works in their fields.

Members of USC Upstate Graduate Faculty and Adjunct Graduate Faculty must maintain their status on a continuing basis. Graduate faculty members are evaluated on the basis of the administrative review process and criteria used for other faculty members at USC Upstate. Graduate faculty members are expected to maintain a "more than satisfactory" or higher rating in two of the three criteria of annual review -- teaching effectiveness and scholarly and creative activity. For tenured faculty members, the most recent annual review will be utilized for this purpose. Loss of Graduate Faculty status may result from a rating of "satisfactory" or less on any of those two annual review criteria. Faculty members who feel they have inappropriately lost Graduate Faculty status may appeal in accordance with procedures outlined in the *Faculty Manual* in the section entitled "Appeal of Administrative Annual Review."

**Graduate Faculty Appointment Form  
For  
Graduate Faculty (GF), Graduate Instructor (GI), and Adjunct Graduate Faculty (AGF)**

Name of Faculty Member:

Academic Unit:

Written request filed Y/N

**1. Terminal degree directly related to specific program** Y/N

Justification/Comment:

**2. Currency in creative and scholarly activities** Y/N

Justification/Comment:

**3. Professional Expertise** Y/N

Justification/Comment:

Department Chair signature:

Dean signature:

Graduate Faculty Status conferred GF/GI/AGF

Date Graduate Faculty Status conferred: \_\_\_\_\_

Term Expires: \_\_\_\_\_

Senior Vice Chancellor Signature: \_\_\_\_\_

**4. Ongoing Review** (list years) Year Y/N

