

### **Note on December 2020 Revisions**

In keeping with Texas A&M University's commitment to increase interdisciplinary research in graduate and professional education by reducing barriers and fostering collaborations, the following revisions to the Graduate Committee Faculty Guidelines were adopted by the Faculty Senate on December 14, 2020. These changes eliminate the requirement that tenured, tenure-track and academic professional track faculty members must be added to the graduate committee faculty for each degree granting unit in which the faculty will serve as co-chair.

#### **Tenured and Tenure-Track Faculty**

Tenured and tenure-track (T/TT) faculty may be approved to serve as co-chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the approval process for new degree plans or change in committee petitions.

#### **Academic Professional Track Faculty**

Academic professional track (APT) faculty members who have been approved to serve in the chair role for a doctoral degree program may be approved to serve as co-chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the approval process for degree plan or change in committee petition.

Academic professional track faculty members who have been approved to serve in the chair role for a master's degree program may be approved to serve as co-chair on a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the approval process for degree plan or committee change petition.

## **Graduate Faculty Guidelines**

The Graduate Faculty at Texas A&M University consists of the President, the Provost and Executive Vice President, the Associate Provosts, the Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups.

This document presents University policies and practices which Department Heads, Deans, and Intercollegiate faculties should use in nominating members to the Graduate Committee Faculty of Texas A&M University for participation on graduate student advisory committees, discusses the various roles of Graduate Committee Faculty, and describes the credentialing requirements for the Graduate Teaching Faculty. Departments, intercollegiate faculties, and colleges may have additional requirements that must be satisfied by individuals wishing to be recommended for appointment to the Graduate Committee Faculty. Additional requirements are subject to the review and approval of the Associate Provost for Graduate and Professional Studies.

### **Graduate Teaching Faculty**

According to SACS guidelines, faculty teaching graduate and post-baccalaureate course work should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other factors that may be considered include a master's degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field; professional licensure or certification in a related field or profession, or significant professional, research or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements for graduate courses are automatically members of the Graduate Teaching Faculty.

The office of the dean of faculties assumes responsibility for verifying the teaching qualifications for faculty. Colleges and departments oversee hiring of graduate assistants who serve as instructors-of-record for undergraduate courses. The guidelines for all instructional faculty, including graduate teaching assistants, who are instructors of record for graduate and undergraduate courses at Texas A&M University and its two branch campuses, Texas A&M University at Galveston and Texas A&M University at Qatar are available at the Dean of Faculties website.

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses such as 691 and other designated courses must also be members of the Graduate Committee Faculty.

## Graduate Committee Faculty

Appointees to the Graduate Committee Faculty participate in the graduate degree programs of the University by serving on graduate student advisory committees.

Members of the Graduate Committee Faculty are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; from employees of affiliated research organizations (such as USDA) located near Texas A&M campus sites, and from affiliated hospitals and clinical organizations.

Nomination for membership on the Graduate Committee Faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty, or dean of college (under special circumstances) of Texas A&M University and is processed as discussed in the following sections.

Appointment to membership on the Graduate Committee Faculty, although considered an honor, serves functional purposes. Appointment to membership is not for the purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership on the Graduate Committee Faculty is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education. A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which the member is pursuing a graduate degree or certificate. Individuals who have not been appointed to the Graduate Committee Faculty may not serve on student advisory committees unless special approval is granted by the Associate Provost for Graduate and Professional Studies.

The Graduate Council expects that all Deans, Department Heads and Chairs of Intercollegiate Faculty will regularly review the Graduate Committee Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Committee Faculty on the basis of their lack of contribution to graduate education. If the chair of a student's advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Committee Faculty, from the student's academic program and located near the Texas A&M University

campus site, to serve as the co-chair of the committee. The Department Head or Chair of intercollegiate faculty may request in writing to the Associate Provost for Graduate and Professional Studies that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student’s advisory committee without a co-chair for up to one year. The student should be near completion of the degree. Extensions beyond the one year period can be granted with additional approval of the Dean.

The Department Head or Chair of intercollegiate faculty shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty, and the faculty member has the right to appeal his/her removal through University Rule 12.99.99.M2 (Faculty Grievances Procedures).

The two categories of membership are: 1) Member, and 2) Special Appointment.

Possible Roles of Graduate Committee Faculty

<b>Member</b>				
<b>Role</b>	<b>Master’s Only [MS or MA]</b>	<b>Master’s Only – [MEd, other Professional Masters]</b>	<b>Doctoral [PhD, DrPH] and Master’s</b>	<b>Doctoral [EdD, DEng] and Master’s</b>
Chair				
Co-Chair				
Member				
<b>Special Appointment</b>				
Extra member (non-voting)				

Members of Graduate Committee Faculty

**A. Tenured and Tenure-Track TAMU Faculty**

Tenured and Tenure-track (T/TT) faculty members of Texas A&M University are eligible to participate as members of the Graduate Committee Faculty under criteria and guidelines as established by each college or department. Also Academic Professional Track (APT) faculty members employed by Texas A&M University at Qatar (TAMUQ) with appropriate professorial rank (assistant professor, associate professor, or professor) are eligible to participate as members of the Graduate Committee Faculty. The aforementioned faculty members may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students.

Appointment of a T/TT faculty member to all roles for all graduate programs in the degree granting unit for which the individual is adloc’d is accomplished during the hiring process by the

head of a department, chair of an intercollegiate faculty group, or dean of a college. Appointment of a T/TT faculty member to the chair role in another degree granting unit is accomplished by its department head, intercollegiate faculty chair, or dean through use of the Personal Record Form. Nominations of T/TT faculty members who are not adloc'd to a graduate degree-granting unit, to serve as chair or co-chair in a graduate degree-granting unit must come from the department head or chair of intercollegiate faculty for that graduate degree-granting unit.

T/TT faculty may be approved to serve as co-chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the degree plan or change in committee petition approval process.

Appointment of an APT faculty member employed by Texas A&M University at Qatar (TAMUQ) with appropriate professorial rank (assistant professor, associate professor, or professor) is accomplished through use of the Personal Record Form and letter from the TAMUQ Graduate Instruction Committee (the members of which shall be members of the Graduate Committee Faculty at TAMU) through the Dean/CEO of the TAMUQ campus and the appropriate administrative chain at TAMU.

***B. APT Faculty and Professional Staff of TAMU, TAMUS Agencies, and Affiliated Hospitals and Clinical Organizations***

An APT faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations is eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as chair, co-chair, or member of advisory committees of master's and doctoral students with appropriate approval. Professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of master's and doctoral students with appropriate approval.

Appointments of these APT individuals and professional staff are accomplished through use of the Personal Record Form and a letter, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

APT faculty members who have been appointed to serve in the chair role for a doctoral degree program may be approved to serve as co-chair on a doctoral or a master's advisory committee in

any degree granting unit by its department head or chair of intercollegiate faculty during the degree plan or change in committee petition approval process. APT faculty members who have been appointed to serve in the chair role for a master's degree program may be approved to serve as co-chair on a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the degree plan or committee change petition approval process.

1. General qualifications for serving on advisory committees for master's students only  
Minimum qualifications for APT faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for master's students only are described below each role in the following section.

Chair role:

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for master's students.

- (a) qualifications (a)-(d) listed below for co-chair role
- (b) employment location near city of Texas A&M campus site (except for online programs).

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master's students.

- (a) has an earned master's or terminal degree
- (b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
- (d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students.

- (a) has an earned master's or terminal degree, or an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

## 2. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for APT faculty or professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

### Chair role:

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for doctoral students.

- (a) qualifications (a)-(d) listed below for co-chair role
- (b) employment location near city of Texas A&M campus site (except for on-line programs).

### Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree
- (b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
- (d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

### Member role:

The following minimum qualifications must be met for eligibility to be eligible to serve in the member role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree, or an earned master's degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

***C. Faculty and Professional Staff Employed By Other Institutions and Organizations***

Faculty and Professionals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of master's and doctoral students with appropriate approval.

Appointments of the aforementioned individuals are accomplished through use of the Personal Record Form and a letter, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General qualifications for serving on advisory committees for master's students only  
Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are described below each role in the following section.

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master's students.

- (a) has an earned master's or terminal degree
- (b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students.



- (a) has an earned master's or terminal degree, or an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

## 2. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

### Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree
- (b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

### Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students.

- (a) has an earned doctoral or terminal degree, or an earned master's degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

### Special Appointments

There may be times when the head of an academic department or chair of intercollegiate faculty wishes to have qualified individuals serve [such as, from another university, government or industry] on a student's Advisory Committee without being permanent members on the Graduate Committee Faculty. An individual serving as a Special

Appointment on a student's Advisory Committee is not counted toward the minimum number of Graduate Committee Faculty necessary to form the committee. These appointments are accomplished by use of the Personal Record Form, and a letter, initiated by the head of an academic department or chair of intercollegiate faculty to the Associate Provost for Graduate and Professional Studies with the individual's resume attached. The letter should state the merits of the individual being nominated and a list of the specific student advisory committees on which the individual will serve.

**Revisions Approved by the Faculty Senate on December 14, 2020**  
**Initial Guidelines Approved by the Faculty Senate on August 10, 2015**