

**SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS**  
**GRADUATE PROGRAM FACULTY GUIDELINES**

**A. Qualifications for Membership in the Graduate Program Faculty.**

Members of the Graduate Program Faculty shall:

1. Hold a doctorate or the highest terminal degree from an accredited institution in the faculty member's discipline, or equivalent professional experience.
2. Demonstrate proficiency in conducting scholarly research or practice of the profession. Evidence of such proficiency includes, but is not limited to:
  - 2.1. An active research agenda as indicated by such things as the publication of scholarly books and articles in refereed journals, the presentation of scholarly papers at professional conferences, and the securing of external grants and contracts.
  - 2.2. Recognition of research contributions by awards, prizes, and fellowships.
  - 2.3. Editorial work such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.
3. Demonstrate proficiency in supervising scholarly research or practice in the profession. This includes, as appropriate:
  - 3.1. Prior supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertations.
  - 3.2. Prior supervision of practitioners in academic or non-academic settings.
  - 3.2. Demonstrated potential to direct master's or doctoral candidates successfully.

**B. Rights and Responsibilities of the Graduate Program Faculty.**

Only members of the Graduate Program Faculty are allowed to

- Serve as a major professor to doctoral students.
- Serve as a major professor to Master of Arts and Master of Sciences students.
- Teach 6000-, 7000-, 8000-, and 9000-level courses. With the written approval of the relevant Department Head, Dean of the School of Public and International Affairs, and Dean of the Graduate School, this requirement may be waived, allowing a specific non-Graduate Program Faculty member to teach these courses.)

Advisory committees for Master of Arts, Master of Science, and doctoral students are composed of at least three faculty members. For Master of Arts and Master of Science, the committee must have a minimum of two members who are members of the Graduate Program Faculty. Doctoral committees must have a minimum of three members of the Graduate Program Faculty. In all cases

where the advisory committee consists of more than 3 faculty, greater than 50% of the committee members must be members of the Graduate Program Faculty.

In addition, members of the Graduate Program Faculty have the right to:

- Serve as members of the Graduate Council.
- Vote for faculty as representatives to serve on the Graduate Council.
- Vote on appointment and reappointment of faculty members to the Graduate Program Faculty in their academic unit.

Members of the Graduate Program Faculty, through the representative Graduate Council, make key decisions pertaining to the quality of graduate education at the university.

Primary responsibilities of Graduate Program Faculty members include:

- Overseeing research/scholarship and training of masters and doctoral candidates. Graduate Program Faculty members who oversee research/scholarship and training of master's and doctoral students must demonstrate evidence of maintaining an active research/scholarship program. Such evidence includes but is not limited to (a) publication of scholarly books and/or articles in refereed journals, (b) refereed conference presentations, (c) grants and contracts received, (d) editorial work, and (e) recognition of research contributions by awards, prizes, and fellowships.
- Preparing masters and doctoral candidates for the practice of their profession. Graduate Program Faculty members charged with the responsibility of preparing master's and doctoral candidates for the practice of their profession must demonstrate evidence of their ability to supervise applied training of students, interns, and/or residents. Such evidence includes, but is not limited to (a) maintaining active practice of the profession through clinical, field, laboratory, or performance work, (b) maintaining active licensure or certification, and (c) active consultations.
- Teaching advanced graduate courses as assigned by the unit head.
- Otherwise participating in the graduate program of the unit and the university.

### **C. Procedures for Appointment and Reappointment of Graduate Program Faculty.**

#### **1. Appointment Procedures:**

The Graduate Program Faculty within each academic unit are entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in this document (Section A, B).

Following the recommendation of the academic unit Graduate Program Faculty, newly hired faculty may be recommended for Graduate Program Faculty appointment. This recommendation should appear in the letter of offer. Appointment to the Graduate Program Faculty cannot begin until after the first day of employment.

Faculty not recommended for appointment at the time of hire may be recommended by their unit Graduate Program Faculty at a later time.

In all cases, it is the responsibility of the unit to notify the Graduate School of recommendations to the Graduate Program Faculty.

## 2. Reappointment Procedures:

Review and reappointment of current Graduate Program Faculty in the School of Public and International Affairs will be part of the regularly scheduled reviews of faculty. For tenure and tenure-track faculty, this includes:

- The Third-Year Review of untenured tenure-track faculty.
- The tenure and promotion process.
- Post-tenure review.

The successful reviews and promotions shall result in reappointment to the Graduate Program Faculty.

Graduate Program Faculty who are not tenured or tenure-track will be reviewed every five years or at the time of promotion or regular post-promotion review.

Unit heads, based on the recommendation of the current Graduate Program Faculty in their unit, may reappoint Retired Graduate Program Faculty to Graduate Program Faculty status. Such reappointments will be subject to review every five years.

The outcome of all such periodic reviews for reappointment to Graduate Program Faculty will be sent to the dean of the Graduate School, who will maintain a list of current Graduate Program Faculty.

## **VI. Removal/Revocation of Graduate Program Faculty Status.**

The responsibilities of Graduate Faculty can be found in the Rationale section of the [Policies and Procedures for Appointment and Reappointment to the Graduate Faculty](#). A member of the Graduate Faculty of the University of Georgia may have their Graduate Faculty status removed if they fail to meet any or all of the expectations outlined above, as assessed during the periodic review process. Procedures for the periodic review of Graduate Faculty are in Procedures for Appointment and Reappointment of the Graduate Faculty section of the policy document referred to above.

It is also possible for a member of the Graduate Faculty to have their Graduate Faculty status revoked by the dean of their college or school, the Dean of the Graduate School, the Provost, or the President outside the periodic review process. Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, violation of work place violence policies and other acts covered by [the UGA Non Discrimination and Anti-Harassment Policy, Procedures](#)

1. When a graduate student or faculty member has a complaint about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Faculty member, the first course of action should be to try to resolve the complaint directly with the faculty member.
2. If the student/faculty member is unable to resolve the complaint with the Graduate Faculty member, then an oral or written complaint should be delivered to the unit head and/or the departmental graduate coordinator.
3. The unit head and/or graduate coordinator must investigate the complaint (unless they have a conflict of interest) and work with the student/faculty member making the complaint (complainant) and the Graduate Faculty member.
4. The unit head and/or graduate coordinator must provide a written summary to the complainant and to the Graduate Faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue. A copy of this letter will be placed in the personnel file of the Graduate Faculty member.
5. If the graduate coordinator or the unit head are unable to resolve the issue, or the Graduate Faculty member or complainant is not satisfied with the resolution, then a committee consisting of three Graduate Faculty members (at least one of whom must be from outside the unit) must be appointed to further investigate the complaint.
6. The appointed committee must convene to review the complaint and to meet with all affected parties and provide a written assessment to the unit head and/or graduate coordinator with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the Graduate Faculty member against whom the complaint has been made, and a copy will be placed in the personnel file of the Graduate Faculty member.
7. In response to the recommendation from the committee, the unit head and/or graduate coordinator may initiate procedures for re-evaluation of the Graduate Faculty status of the faculty member against whom the complaint has been made
8. Graduate Faculty in the academic unit will review and vote on a recommendation to revoke the Graduate Faculty status of the faculty member and shall follow [Appointment and Reappointment procedures for recommendation to the Graduate Faculty](#) including consideration of all documentation associated with the recommendation.

9. If the Graduate Faculty vote to revoke graduate faculty status, a letter from the unit head and/or graduate coordinator and all documentation associated with the recommendation will be forwarded to the dean of the college/school.
10. The dean of the college/school will forward this information together with a letter of recommendation to the dean of the Graduate School.
11. The faculty member has the right to make an appeal against the decision to the dean of the Graduate School who will forward the information or review to the Appeals Committee of the Graduate Council. The committee will provide a recommendation to the dean, who will render a decision and notify all parties as to the resolution of the matter.
12. If the dean of Graduate School upholds the decision of the unit's Graduate Faculty, the faculty member has the right to make an appeal against the decision to the Provost. This appeal must be made in writing within 14 days of the dean of the Graduate School providing notification of the removal of Graduate Faculty status. The Provost is the final arbiter of the decision to revoke Graduate Faculty status.
13. If the decision results in revocation of Graduate Faculty status, then the dean of the school or college will work with the academic unit to develop a plan of action that will allow the faculty member to reapply for Graduate Faculty status.

All investigations into complaints against Graduate Faculty must be dealt with expeditiously. Normally, there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote by the Graduate Faculty in the academic unit on the Graduate Faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to resolve the complaint, the unit head and/or graduate coordinator may extend the time for formal review of the complaint.

Both the faculty member and the complainant have the right to seek the advice of an attorney, but attorneys are not authorized to participate in the dispute resolution process.

Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes he or she has been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the unit head and/or graduate coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.