

## **Purdue University Graduate Faculty Appointments**

from “*Policies and Procedures Manual for Administering Graduate Student Programs*”

See <http://www.gradschool.purdue.edu/faculty/publications.cfm>

### **E. Graduate Faculty**

#### ***1. Regular Appointment (Tenure-Track and Voting-Status Faculty)***

Members of the Graduate Faculty are tenure-track or voting-status faculty members at Purdue University who have been nominated by the head of a specific graduate program and an academic dean for appointment to the Graduate Faculty. The dean of the Graduate School, acting on behalf of the faculty Graduate Council, grants graduate faculty status to Purdue faculty members. New faculty members may be nominated for appointment to the Graduate Faculty after their date of employment and after they arrive on their respective campuses.

Nominations for graduate faculty status at the West Lafayette campus are initiated electronically by the head of the faculty member’s program who forwards the nomination to the relevant academic dean for endorsement, via electronic signature, after which the nomination is forwarded electronically to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Nominations for graduate faculty status at the Calumet, Fort Wayne, Indianapolis, and North Central campuses are made on a *Request for Graduate Faculty Appointment (G.S. Form 24)*. When submitting *G.S. Form 24*, the section for regular status should be completed. The form is signed by the department head and then forwarded to the academic dean for endorsement before the nomination is forwarded to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Individuals appointed at the rank of assistant professor, associate professor, or full professor who are classified as “visiting” solely because of visa considerations or other obstacles barring permanent employment may, at the discretion of the dean of the Graduate School, be granted regular appointment to the Graduate Faculty. The head of a graduate program may request regular appointment of such an individual by submitting to the dean of the Graduate School with the nomination a copy of the offer letter to the individual, in which the conditions of the visiting appointment are specified.

Faculty who are nominated for appointment to the Graduate Faculty are assumed, by virtue of their appointment to the ranks of the tenure-track faculty and their nomination by their program heads and academic deans, to be qualified artists, researchers, or scholars. Nominees for appointment to the Graduate Faculty must demonstrate ability to mentor and supervise the progress and work of graduate students. Faculty members with previous experience as graduate student mentors at other universities, upon the recommendation of their department heads and academic deans, will be assumed to have

met this requirement.

Nominees for graduate faculty status who do not have a record of experience as graduate student mentors must complete a Graduate School workshop on mentoring as part of the graduate faculty appointment process.

Upon satisfactory review of previous experience as a graduate mentor or upon completion of a workshop on mentoring, the nominee will be appointed as a regular member of the Graduate Faculty. Appointment to the Graduate Faculty will enable the faculty member to teach graduate-level courses, to serve on graduate student committees, and to co-chair or chair graduate student committees. It is the responsibility of the head of the graduate program to approve the level of participation of a Graduate Faculty member on a student's committee.

A tenure-track faculty member who has received special approval of the dean of the Graduate School and the provost (via a request to the dean of the Graduate School) to pursue a graduate degree while remaining in faculty status and who has a regular appointment to the Graduate Faculty will be changed to a "special appointment" (see below) while pursuing the degree.

A member of the Graduate Faculty who terminates employment at Purdue may upon the recommendation of the head of the faculty member's graduate program be changed to a "special appointment" (see below) to serve as a co-chair or as a member of a graduate student's advisory committee.

## ***2. Evaluation of Graduate Faculty Members***

At five-year intervals, heads of graduate programs will be asked to evaluate the performance of graduate faculty in their programs and to recommend either continuance of graduate faculty status for another term of five years or a review of graduate faculty status by the program and the Graduate School. Heads of graduate programs may initiate reviews at any time.

If a review is called for, it will be conducted by the program head, in consultation with other program Graduate Faculty, and the dean of the Graduate School. Such reviews may result in a recommendation to continue graduate faculty status, or to participate in appropriate mentoring workshops or consultations with other Graduate Faculty, or to discontinue graduate faculty status. The review will include consideration of two criteria: continued productivity as a graduate faculty member; and, effectiveness as a graduate faculty mentor.

## ***3. Special Appointment***

A special appointment may be requested by the head of a graduate program for an individual who does not meet the conditions required for regular appointment, yet who can contribute special expertise to the work of graduate students. Such a person may serve as a member or as a co-chair, but not as chair, on graduate student committees and

teach graduate courses.

Nominations for special appointment to the Graduate Faculty at the West Lafayette campus are initiated electronically by the head of a graduate program who forwards the nomination to the relevant academic dean for approval, via electronic signature, after which the nomination is forwarded electronically to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Nominations for special appointment to the Graduate Faculty at the Calumet, Fort Wayne, Indianapolis, and North Central campuses are made on a *Request for Graduate Faculty Appointment (G.S. Form 24)*. When submitting *G.S. Form 24*, the section for special status should be completed. The form is signed by the department head and then forwarded to the academic dean for endorsement before the nomination is forwarded to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Nominations for special appointment to the Graduate Faculty must describe the special expertise that the nominee would bring to the graduate program and present the nominee's qualifications to contribute to the work and progress of graduate students.

Special appointment to the Graduate Faculty is for a term of five years. Such appointments may be renewed upon nomination by the head of a graduate program and approval by the dean of the Graduate School. Requests for renewal of a special appointment to the Graduate Faculty must include a positive review of the appointee's contributions to the graduate program.

#### ***4. Roster of Graduate Faculty***

The Graduate School maintains a roster of graduate faculty members who have been appointed to serve on graduate student committees and to instruct graduate-level courses. An authorized staff member within each graduate program may access all program rosters on the Web. At five-year intervals, heads of graduate programs will be asked to evaluate the performance of graduate faculty in their programs (see above).

Both regular and special appointments to the Graduate Faculty remain on the Graduate School's active list until the appointments are discontinued by the head of the graduate program.