**Policy on Non-tenure Full Time Faculty a Participation as Graduate Faculty**

The Graduate Assembly voted to adopt a policy allowing departments and colleges/schools to determine whether faculty appointed to full-time Clinical, Research or Instruction faculty positions at assistant, associate or full professorial rank should be allowed to share some or all of the responsibilities of Full members of the Graduate Faculty in their programs.

Responsibilities of Full members include:

a. Teaching graduate courses;

b. Serving on graduate student supervising committees;

c. Serving on the program’s graduate studies committee;

d. Serving as voting members on thesis and dissertation committees

e. Supervising master's theses and doctoral dissertations; and

f. Voting in all Graduate faculty functions.

Due to the diversity of graduate programs within the University, Graduate Studies Committees of units wishing to extend some or all Graduate Faculty responsibilities to Clinical, Research and/or Instructional faculty must develop and implement policies pertinent to granting appropriate graduate faculty responsibilities to these individuals. These policies must list those responsibilities and what qualifications are required to assume them. Proposed policies must be submitted to the program’s Academic Dean before submission to the Dean of the Graduate School for review and final approval. Once their policy is approved, a program may begin to appoint qualified non-tenure track faculty using the [*Non-tenure Track Faculty Nomination for Full Membership Form*](https://resources.uta.edu/gradschool/_documents/faculty/Non-Tenure%20Track%20Faculty-Nomination-Form%20for%20Full%20Membership.pdf).

The minimum qualifications that a non-tenure stream faculty member must possess in order to assume responsibilities of graduate faculty are listed below. Programs may require others in addition to these.

a. Status as a full-time faculty member appointed at any professorial rank in a department offering a graduate degree program or actively participating in an interdisciplinary, interdepartmental, intercollege, or interinstitutional graduate degree program;

b. A terminal degree in the field of teaching and research;

c. Evidence of teaching and scholarly activities, including graduate theses and dissertations supervised, membership and offices held in learned and honorary societies, invited lectures and participation in symposia of national scope, editorships, and scholarly publications;

d. Written evaluation by the Department Chair certifying that the intended Graduate Faculty role will not reduce the nominee’s ability to execute the job duties and responsibilities for which he or she was hired.

Non-tenure stream faculty may continue to be appointed as Special Members of the Graduate Faculty if that is the approach preferred by a program. Use the [*Special or External Member Nomination Form*](https://resources.uta.edu/gradschool/_documents/faculty/Special%20or%20External%20Member%20Nomination%20Form.pdf)for this purpose. Special Members may serve on graduate student supervising committees, supervise master’s theses but not doctoral dissertations and do not have a vote in graduate faculty committees.

The full revised policy may be reviewed under [Graduate Faculty Policy AA-UA-PO-03](https://policy.uta.edu/doctract/documentportal/08D885BDEC203F49BBC85281E0D411C8)

Please address any questions concerning this policy to the Dean or Associate Dean of the Graduate School.