

Graduate Policies for the Charles E. Schmidt College of Science (CESCoS)

These are the policies to establish the compliance of the CESCoS with the FAU Graduate Governance Document that was approved by vote of the Graduate Faculty of the CESCoS on Oct. 5.

The Four Levels of graduate faculty Defined by the Graduate Governance Document:

The term graduate faculty refers to all four levels and the term Graduate Faculty refers only to level #1.

1. Graduate Faculty may teach graduate courses, serve on and chair Masters and PhD Committees, and serve on committees that oversee graduate programs.
2. Associate Graduate Faculty may teach graduate courses and serve on and chair Master's committees, but not PhD committees.
3. Graduate Lecturers may teach graduate courses but cannot serve on Masters or PhD committees.
4. Graduate Faculty Emeriti may teach graduate courses, serve on and co-chair Masters and PhD Committees, and serve on committees that oversee graduate programs.

General Policies:

1. Any graduate faculty in the CESCoS may serve their respective role in any graduate program in the CESCoS subject to approval by a vote of the Department/Program Graduate Faculty and a review by the Department/Program Chair and by the CESCoS Dean or designee and the Graduate College Dean.
2. Any graduate faculty in another college at FAU may serve their respective role as graduate faculty in the CESCoS subject to approval by a vote of the Department/Program Graduate Faculty and a review by the Department/Program Chair and by the CESCoS Dean or designee and the Graduate College Dean.
3. Master and PhD Committees shall consist of a minimum of three FAU graduate faculty. Additional outside members of similar standing who are Affiliate Faculty may be included, pending approval by a vote of the Department/Program Graduate Faculty, and a review by the Department/Program Chair, CESCoS Dean or Designee, and the Graduate College Dean. Additional Non-FAU members who are not Graduate Faculty may be included in graduate supervisory committees pending a vote by the Department/Program Graduate Faculty, the Department/Program Chair, and by the CESCoS Dean, or the Dean's designee and the Graduate College Dean.
4. Affiliate Faculty (formerly called Courtesy Appointments) are non-FAU employees who can be appointed as Graduate Faculty Associate Graduate Faculty, or Graduate Lecturers and at most, can only co-chair Masters and PhD Committees. The appointment requires a vote by the Department/Program Graduate Faculty and a review by the Department/Program Chair and by the CESCoS Dean or designee and the Graduate College Dean.
5. Each program may establish its own more stringent or specialized criteria for each level of graduate faculty and their assigned activities to teach graduate courses, and serve on or chair Masters and PhD committees, which must be approved by a vote of the Department/Program

Graduate Faculty and a review by the Department/Program Chair and by the CESCOS Dean, or the Dean's designee and the Graduate College Dean.

6. Entry into phased retirement shall not change a graduate faculty's status.

Appointments and Re-Appointments:

1. For appointments, the graduate faculty shall be evaluated on their scholarly activity, graduate teaching, and graduate mentoring.

2. Appointment letters shall state the level of the appointment: Graduate Faculty, Associate Graduate Faculty, Graduate Lecturer, or Graduate Faculty Emeriti.

3. Re-appointments shall be every 5 years for Graduate Faculty, Associate Graduate Faculty, and Graduate Faculty Emeriti, and every year for Graduate Lecturers.

4. For re-appointments, the graduate faculty shall be reviewed by the appropriate Department/Program committee on their scholarly activity, graduate teaching, and graduate mentoring and recommend action to support or reject that re-appointment.

5. All appointments and re-appointments to the graduate faculty are subject to **a vote by** Department/Program Graduate Faculty and a review by the Department/Program Chair and the CESCOS Dean, or their designees.

6. Procedures for appointments:

6a. Upon the appointment of a new FAU hire as tenured or tenure track faculty the Dean shall send a memo to the Graduate College recommending their appointment to the Graduate Faculty and the Graduate College shall send a letter to the faculty member granting them Graduate Faculty status.

6b. Current FAU employees that are not presently graduate faculty shall send a Graduate Faculty Status Application Form 1 (available on the Graduate College website), a CV, and a nominating letter (e.g. from their unit head, such as an HBOI Associate Executive Director) to the Department/Program Chair. Their appointment to Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturer must be approved by **a vote by** Department/Program Graduate Faculty, a review by Department/Program Chair, and the CESCOS Dean. The CESCOS Dean then sends Form 1 to the Graduate College which sends the letter granting the appropriate graduate faculty status.

6c. Non-FAU employees must first be appointed as Affiliate Faculty and then (or simultaneously) be considered for graduate faculty. Affiliate Faculty may be appointed as Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturers. Appointment to Affiliate Faculty and graduate faculty must both be approved by the Department/Program Graduate Faculty, Department/Program Chair, and the CESCOS Dean. Once Affiliate Faculty status is confirmed, the CESCOS Dean then sends completed Form 1 to the Graduate College which sends the letter granting the appropriate graduate faculty status.