

## Procedures for Reviewing Graduate Faculty Status

*The review of graduate faculty status could result in retaining graduate faculty status, revoking graduate faculty status, or being placed on probation.*

1. A Department Chair, College Dean, Dean of College of Graduate of Professional Studies and/or Program Director may request a faculty member's Graduate Faculty Status be reviewed. The chair and/or Program Director will inform the faculty member that their Graduate Status is being reviewed and provide the reason(s) for the review.
2. After the CGPS Dean receives the request, they will instruct the Graduate Council (GC) Chair to convene a committee to conduct the review and inform the faculty member of the pending review.
3. The Graduate Council chair will inform Graduate Council Officers that the Graduate Faculty Status Review Committee (GFSRC) is being convened.
4. Membership of the Graduate Faculty Status Review Committee will be comprised of:
  - a. Tenured Faculty members.
  - b. Faculty member must have participated in graduate student instruction or mentorship.
  - c. Representatives from each academic college.
  - d. Members will be selected from a pool formed during the annual Faculty Senate Vote.
  - e. Members may be members of Graduate Council.
5. The GFSRC will then request information and documentation from the Department/School Chair/Program Director regarding their request to review Graduate Faculty Status.
6. The GFSRC will review the documentation and create a summary of the request.
7. Once a summary is created, the GFSRC will invite the faculty member in question to meet with the GFSRC. During the meeting the GFSRC will inform the faculty member about the case/circumstances they are reviewing about their graduate faculty status and will ask questions relative to the case. At the conclusion of the meeting the GFSRC will give the faculty member the opportunity to submit a written response to the committee's questions within five business days. The GFSRC will provide a copy of its questions to the faculty member under review.
8. Once the faculty member's rebuttal is received, the GFSRC will reconvene and determine its recommendation.
9. The GFSRC will communicate its recommendation to Graduate Council. Graduate Council will inform the CGPS Dean of the recommendation.
10. The CGPS Dean will inform the faculty member, the Department Chair, the Academic Dean, the Provost, and Faculty Senate Chair of the decision.

### Appeal

11. The faculty member will have five business days from notification of the review decision to submit a written appeal to the Provost regarding the decision.

12. Upon receiving the appeal, the Provost will hold a meeting with the faculty member, CGPS Dean, Chair of the GFSRC, Chair of Graduate Council, and the Chair of the Faculty Senate.
13. If the decision is upheld by the Provost, then a remediation plan and pathway for Graduate Faculty Status to be reinstated will be developed by the CGPS Dean, Graduate Council Executive Committee, and the faculty member's home Department/School/Program.
14. If Provost accepts the appeal and reinstates graduate faculty status, then the Provost, CGPS Dean, and Department/School and Program Leadership will work together to rectify the issues that led to the initial request of review of graduate faculty status.

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