

Graduate Faculty Council Document 853, 4/16/01

As defined in UWM Policies and Procedures - November 1999, Section 2.06 (1), membership on the Graduate Faculty signifies that faculty members have met the criteria established for such membership by their department, school or college, and the Graduate School, and have been reviewed by the Graduate Curriculum Committee and approved by the Graduate Faculty Council.

A. Duties requiring Graduate Faculty status

1. Serving on the Graduate Faculty Council or its committees.
2. Serving as a major professor, advisor, or committee chair for master's or doctoral students. (See exceptions in Sections II and IV.)
3. Teaching courses which carry graduate credit. In exceptional circumstances, departments may assign graduate teaching responsibilities to individuals who do not hold Graduate Faculty status, but who otherwise meet the department's criteria for such duties.
4. Serving on a doctoral student's committee. (See exceptions in Section V.)

B. Criteria for Initial Membership on the Faculty of the Graduate School

To nominate someone for initial membership on the Graduate Faculty, the Executive Committee of the program/department must verify that the person:

1. Is a voting member of the Faculty of the University of Wisconsin-Milwaukee as defined in UWM Policies and Procedures 1.01(1).
2. Possesses a terminal degree.
3. Meets the membership criteria established by the department/programmatic unit. Individual programs may specify more stringent or specialized requirements beyond minimum Graduate Faculty Council requirements.

C. Criteria for Continuing Membership on the Faculty of the Graduate School

To nominate someone for continuing membership on the Graduate Faculty, the Executive Committee of the program/department must verify that, during the previous three academic years, the person has:

1. Demonstrated scholarly or creative activity, and
2. Participated in graduate education by teaching graduate level courses, or directing graduate level independent study, or serving as a member of a thesis or dissertation committee.

D. Department/Program Criteria

1. Each department or programmatic unit must file with the Graduate Curriculum Committee a statement of any criteria for membership on the Graduate Faculty that are in addition to those listed above. This statement should be reviewed annually by the department/program and any revisions filed with the Committee. The Graduate Curriculum Committee may challenge the validity of the criteria. If the Committee and the department or programmatic unit fail to reach agreement in such cases, they shall be resolved by the

or programmatic unit fail to reach agreement in such cases, they shall be resolved by the Graduate Faculty Council.

2. If department/program criteria are revised, current faculty members shall have at least one academic year, but no more than three academic years, to meet the revised criteria.

E. Procedures for Approval of Graduate Faculty Membership

1. At the beginning of each academic year, the Graduate Curriculum Committee will solicit from each department or programmatic unit a list of those faculty members certified for membership in the Graduate Faculty. This list will be submitted by the department chair or program director after being approved by the executive committee.
2. A roster of the Graduate Faculty for that academic year will be recommended to the Graduate Faculty Council by the Graduate Curriculum Committee for approval during the fall semester. A department or programmatic unit should submit additional names as the need arises. Changes to that year's Graduate Faculty roster will be forwarded to the Graduate Faculty Council for approval during the spring semester. Curriculum vitae must be submitted for those who are being recommended as new members of the Graduate Faculty.
3. For new graduate programs, a list of certified graduate faculty shall be included with the Bulletin copy for the program. This document shall also include the local criteria for graduate faculty status.
4. Responsibility for interpreting minimum GFC requirements and departmental criteria rests with the individual department or programmatic unit. The Graduate Curriculum Committee, or an individual faculty member, may challenge the validity of such interpretation on a case-by-case basis. If the Committee, the department or programmatic unit, and the individual fail to reach agreement in such cases, they shall be resolved by the Graduate Faculty Council.

F. Procedures for Removal of Graduate Faculty Status

1. A vote of the Executive Committee within the departmental or programmatic unit is required to recommend removal of graduate faculty status from a current graduate faculty member.
2. Any UWM faculty member who wishes to contest the removal of graduate faculty status shall present his or her case to the Graduate Curriculum Committee. If the Committee, the department or programmatic unit, and the individual fail to reach agreement in such cases, they shall be resolved by the Graduate Faculty Council.

Master's Advisor, Major Professor, or Committee Chair

1. The advisor, major professor, or committee chair for a master's student must be a member of the UWM Graduate Faculty. A member of the UWM Category B Research Academic Staff, holding the title of Scientist, also may serve in this capacity to a master's student providing that he/she has been recommended by the student's department or programmatic unit and approved by the Dean of the Graduate School.
2. A faculty member who has been working with a particular student to direct the thesis or master's paper may remain in the role of thesis director for that student, on recommendation of the department/programmatic unit, if that faculty member's graduate faculty status is removed. This

provision does not apply to those who do not have faculty status as defined in UWM Policies and Procedures 1.01(1).

Master's Committees

With the exception of the advisor, major professor, or committee chair, the composition of and criteria for master's advisory and examining committees is at the discretion of the department or programmatic unit.

Doctoral Advisor, Major Professor, Committee Chair, or Co-Chair

A. Criteria for Doctoral Advisors, Major Professors, or Committee Chairs

The advisor, major professor, or committee chair for a doctoral student must be

1. a member of the UWM Graduate Faculty or the UWM Category B Research Academic Staff, holding the title of Scientist, and
2. recommended by the department or programmatic unit.

To be recommended as a doctoral advisor, major professor, or committee chair, an individual must show evidence of continuing scholarly or creative work which is published (or otherwise displayed for examination by the scholarly community, in accord with the traditions of the discipline).

B. Criteria and Procedures for Approving Doctoral Co-Chair Responsibilities for Individuals who are not UWM Graduate Faculty or UWM Category B Research Academic Staff Holding the Title of Scientist

Other qualified individuals such as a UWM adjunct, emerita, emeritus, clinical, and visiting professors, UWM academic staff, or faculty from another institution may serve as a co-advisor if approved on a case-by-case basis by the student's department or programmatic unit and the Dean of the Graduate School and Associate Provost for Research.

To be approved as a co-chair for a specific doctoral candidate, an individual who is not a member of the UWM Graduate Faculty or a member of the UWM Category B Research Academic Staff, holding the title of Scientist, must show evidence of continuing scholarly or creative work which is published (or otherwise displayed for examination by the scholarly community, in accord with the traditions of the discipline).

Doctoral Examining Committees

A. Procedures for Approving Doctoral Advising and Examining Committee Responsibilities for Individuals Who are not University of Wisconsin-Milwaukee Graduate Faculty or Members of the UWM Category B Research Academic Staff, Holding the Title of Scientist

The Dean of the Graduate School and Associate Provost for Research may, at the recommendation of the student's department or programmatic unit, appoint one member of a doctoral student's committee, including a co-chair, who is not a member of the UWM Graduate Faculty or a member of the UWM Category B Research Academic Staff holding the title of Scientist. Such appointments to committees are made on the basis of appropriate professional and academic credentials for those whose expertise would make a relevant and significant contribution to the student's progress. In extenuating circumstances, a former UWM graduate faculty member and one other external member

Outstanding circumstances, a former or former graduate faculty member and one other external member may be approved.