

CRITERIA AND APPLICATION PROCESS FOR GRADUATE FACULTY STATUS

All faculty teaching graduate classes, at the 500-level or above, must have full, affiliate, or temporary graduate faculty status.

Full Graduate Faculty Status

A faculty member must meet **all** of the criteria listed below to be appointed to the Graduate Faculty:

- A. Full-time Appointment to Bridgewater State University Faculty
- B. Terminal Degree in Field
- C. Demonstration of Continuing Scholarship
- D. Demonstration of Effective College-level Teaching Experience

Application Process:

- A. Completed Graduate Faculty Application Form
- B. Submission of Updated Curriculum Vitae
- C. Review and Recommendation by Departmental Graduate Committee and Graduate Coordinator
- D. Review and Recommendation by Department Chair, who will consult with School Dean; Chair then submits recommendation to Dean, College of Graduate Studies.
- E. Final Review, Approval, and Appointment by Dean, College of Graduate Studies

Bridgewater faculty with full graduate faculty status can teach graduate classes, direct theses and/or research projects, serve as thesis/research project readers, serve on departmental graduate committees, sit on comprehensive examination committees, and serve as graduate coordinators.

Term of Appointment: Six (6) Years (renewable)

Affiliate Graduate Faculty Status

This category is designed for faculty members who do not qualify for full graduate faculty status and also for visiting lecturers at Bridgewater State University. Faculty members must meet **all** of the criteria listed below to be appointed as Affiliate Graduate Faculty:

- A. Full-time Appointment to the Bridgewater Faculty or an Appointment as a Visiting Lecturer
- B. Terminal Degree in Field or an Appropriate Graduate Degree
- C. Demonstration of Continuing Scholarship or Professional Experience
- D. Demonstration of Effective College-level Teaching Experience

Application Process:

- A. Completed Graduate Faculty Application Form
- B. Submission of Updated Curriculum Vitae
- C. Review and Recommendation by Departmental Graduate Committee and Graduate Coordinator

- D. Review and Recommendation by Department Chair, who will consult with School Dean; Chair then submits recommendation to Dean, College of Graduate Studies.
- E. Final Review, Approval, and Appointment by Dean, College of Graduate Studies

Conditions of Appointment: Affiliate Graduate Faculty may teach graduate classes, but they may not direct theses or research projects or serve on committees as readers, and they may not sit on comprehensive examination committees. They cannot serve as graduate coordinators.

Term of Appointment: Three (3) Years (Renewable)

TEMPORARY GRADUATE FACULTY STATUS

This category, designed for visiting lecturers who do not qualify for full or affiliate graduate faculty status, is for practitioners who bring special skills to professional graduate programs. These individuals sometimes do not have conventional academic qualifications, such as college teaching experience and terminal degrees. Faculty members must meet **all** of the following criteria to be appointed as Temporary Graduate Faculty.

- A. Appropriate Graduate Degree with Professional Experience in Related Field
- B. Appointment as a Visiting Lecturer

Application Process:

- A. Completed Graduate Faculty Application Form
- B. Submission of Updated Curriculum Vitae
- C. Review and Recommendation by Graduate Coordinator
- D. Review and Recommendation by Department Chair, who will consult with School Dean; Chair then submits recommendation to Dean, College of Graduate Studies.
- E. Final Review, Approval, and Appointment by Dean, College of Graduate Studies

Conditions of Appointment: Temporary Graduate Faculty may teach graduate classes on a semester-by-semester basis and must be reviewed on a yearly basis by the Graduate Coordinator. Temporary Graduate Faculty cannot direct theses or research projects or serve on committees as readers, and they may not sit on comprehensive examination committees. They cannot serve as graduate coordinators.

Term of Appointment: One year (renewable)

APPEAL PROCESS

Any faculty member who wishes to appeal a negative decision regarding graduate faculty status can submit a written appeal, along with any relevant documentation, to the Graduate Education Council, who will review the decision and appeal and then make a final recommendation to the Dean of the College of Graduate Studies.