Georgia State University College of Education and Human Development
Policy on Graduate Research Faculty Membership

These guidelines describe the professional activities, criteria, and procedures for the appointment of Graduate Research Faculty in the Georgia State University College of Education and Human Development (CEHD).

**Professional Activities**

A faculty member must hold Graduate Research Faculty membership to perform the following activities:

1. Teach doctoral and masters research-oriented courses as identified by the academic unit;
2. Serve as chair/director, member, or reader on Ph.D. Doctoral and Dissertation* Advisory Committees;
3. Serve as chair/director, member, or reader on research-oriented master’s theses; and
4. Graduate Research Faculty also may have the duties and responsibilities of members of the Graduate Professional Faculty.

*Graduate Research Faculty members may chair dissertation committees of no more than 6 doctoral candidates at one time. The Office of Academic Assistance and Graduate Admissions will distribute a copy of all prospectus and dissertation announcements to the faculty.

**Criteria for Membership**

A member of the Graduate Research Faculty must meet the following criteria**:

1. Hold the appropriate terminal degree in their field;
2. Hold a tenure or a tenure-track position;
3. Be an active and productive scholar as demonstrated by at least five scholarly activities since the last review, at least three must be in category A:
   A. Publications in refereed or peer-reviewed chapters, journals, books, monographs, or funded research grants;
   B. scholarly presentations;
   C. editorship;
   D. non-refereed publications; and/or
   E. current publication through other avenues of dissemination which has professionally acknowledged standards (e.g. development of items such as assessment instruments, software, or training modules which are adopted or endorsed by a professional organization or education agency or juried shows).
4. Be an effective teacher at the graduate level. Evidence of graduate teaching effectiveness must include a report of student course evaluations and chairperson teaching evaluations since the last review. Evidence may also include teaching awards, successful instructional innovation grants, student accomplishments, guidance of graduate students’ research projects, peer reviews, innovations in course design or delivery, publications in the area of pedagogy, or other quantitative evidence as determined by the department.
Situations may occur when an exception to these criteria may be desirable. Requests for such an exception shall be sent to the chair of the College of Education and Human Development Committee on Research and Scholarship by the graduate faculty committee of the department on behalf of the individual requesting the exception.

**Appointment Process**

The faculty member initiates a request for appointment to the Graduate Research Faculty. A designated department committee of graduate faculty will make recommendations for appointment to the Graduate Faculty. The departmental committee’s recommendation will be sent to the College of Education and Human Development Committee on Research and Scholarship for review and consideration in consultation with the Associate Dean for Graduate Studies and Research. College recommendations will be sent to the Dean for review who will then forward the College’s recommendations to the Provost and Vice President for Academic Affairs for final approval of appointments and reappointments to the Graduate Research Faculty.

Appointments to the Graduate Research Faculty shall be renewable for terms of five years. In most cases, the timing of the review for regular Graduate Research Faculty membership should coincide with pre-tenure, tenure, and post-tenure reviews. For each faculty member who requests appointment to the Graduate Research Faculty, the department committee will send the following information to the College of Education and Human Development Committee on Research and Scholarship: the faculty member’s current vita, evidence of his or her graduate teaching effectiveness, and the recommendation of the department committee.

**Provisional Graduate Research Faculty Membership**

A faculty member who has completed a terminal degree within the previous five years may request non-renewable provisional Graduate Research Faculty membership for a period not to exceed five years. Provisional members may perform all of the duties of Graduate Faculty members except chairing dissertation advisory committees. At any point during the provisional period, the faculty member may request review for regular appointment to the Graduate Research Faculty.

Approved by College of Education Academic Affairs Committee: April 28, 1998 Adopted by the College of Education Faculty: May 22, 1998

Amended by the College of Education Academic Affairs Committee: March 25, 1999; April 13, 2004.

Amended by the College of Education Committee on Research and Scholarship: May 3, 2013.

Amended July 1, 2015: College Name Change