

# Graduate Faculty Membership: Policies and Procedures

---

 [admin.robinson.gsu.edu /graduate-faculty-membership-policies-and-procedures/](http://admin.robinson.gsu.edu/graduate-faculty-membership-policies-and-procedures/)

## I. Preamble

The Georgia State University policy on Graduate Faculty Membership (revision effective 04/2019) states:

*As a research university of the University System of Georgia and in accordance with the requirements of the Southern Association of Colleges and Schools, Georgia State University recognizes and provides the following broad guidelines for members of its two Graduate Faculties. Members of the Graduate Research Faculty are actively engaged in scholarly research and creative work in their disciplines through which they are expected to generate and disseminate knowledge. Part of this responsibility is to teach research-oriented graduate courses and direct the research of graduate students. The mission of Georgia State University also includes development of individuals to take leadership in various professions. Members of the Graduate Professional Faculty are actively contributing to the profession and part of their responsibilities may include teaching courses in the professional doctorate programs and/or directing the research of students in the professional doctorate programs or theses in applied master programs. Graduate Professional Faculty members are expected to demonstrate current knowledge of and involvement with their disciplines.*

*The University policy describes the two types of Graduate Faculty Membership, Graduate Research Faculty (including Full and Associate Graduate Research Faculty) membership and those requiring Graduate Professional Faculty membership, and the general criteria for faculty to be appointed as Graduate Research Faculty or as Graduate Professional Faculty. The College guidelines that follow describe the specific Robinson College of Business (RCB) criteria and procedures for the appointment of members of the Graduate Research Faculty and the Graduate Professional Faculty.*

*Graduate Faculty status is held at the university-level. Thus, Graduate Faculty status applies across colleges within the university. Responsibilities for the categories of graduate faculty are reflected below and provided in Table 1.*

## II. Graduate Research Faculty Membership: Appointment and Reappointment

Status as Full or Associate Graduate Research Faculty will be made upon hire through the hiring committee and considered during the graduate faculty renewal processes. See Table 1 for additional information.

### (A) Full Graduate Research Faculty

#### 1. Duties

A faculty member with Full Graduate Research Faculty membership may be assigned to:

- Teach doctoral research-oriented courses and research-oriented master courses (as identified by the Academic Unit),
- Serve as chair/director, member, or reader of Ph.D. dissertation committees and chair/direct research-oriented master theses. Graduate Research Faculty also may have the duties and responsibilities of members of the Graduate Professional Faculty as listed in this document.

## 2. Criteria for Appointment

Eligibility criteria for Full Graduate Research Faculty Status are as follows:

- Hold an earned research doctorate degree in a relevant discipline.
- Be actively engaged in scholarly activities.
- Be tenured or hold a tenure-track appointment or Emeritus status except in exceptional cases as noted later in this document.

The primary guideline is current scholarly accomplishment. The candidate should currently be an active and productive scholar and, recognizing the complementarity of research and teaching, be an effective teacher at the graduate level. In the Robinson College of Business, evidence of recent active and productive scholarship for the purpose of graduate research faculty membership includes the publication/acceptance of at least two top-tier journal articles in the relevant discipline over the past five years. Top-tier journals are those of sufficient quality to meet Robinson's AACSB (The Association to Advance Collegiate Schools of Business) accreditation expectations for qualification as an active researcher (Broadly judged by but not limited to impact factor, disciplinary recognition, tenure expectations internally and externally at peer and aspirant institutions, and tenure expectations of institutions targeted for graduating PhD student placements.). Additional evidence includes refereed articles in other scholarly journals, scholarly books, chapters in scholarly books, refereed articles in scholarly conference proceedings, successful external research grant applications, and editorships. Evidence of graduate teaching effectiveness may include student evaluations, teaching awards, successful instructional innovation grants, student accomplishments, peer reviews, innovations in course design or delivery, or other significant teaching-related achievements. Evidence of graduate teaching effectiveness also includes involvement in the guidance of graduate students' research projects. In the Robinson College of Business, the minimum standard for a candidate for Graduate Research Faculty membership is to qualify, at the time of application, as a "Scholarly Academic" for teaching research doctoral courses (Ph.D.) (or a combination of those courses and master and/or undergraduate courses) under RCB's guidelines for AACSB faculty qualification.

### Exceptional Cases.

The Georgia State University policy on Graduate Faculty Membership indicates that, under certain conditions, Academic Units may nominate other faculty members, such as non-tenure track (NTT) faculty, to be considered for Full Graduate Research Faculty status. In the Robinson College of Business, NTT faculty on the clinical track may be nominated by their Academic Unit if they (1) hold a research doctoral degree in the relevant discipline and (2) meet the Robinson College of Business guidelines for Graduate Research Faculty as described above in this document. Per the University policy, they must be nominated by a member of the Academic Unit's Graduate Research Faculty and then follow the review process as described subsequently in this document. The University policy prescribes that these exceptions are individually reviewed by the Provost; that each such recommendation forwarded to the Provost will be accompanied by information on (a) how many full-time faculty, distributed by rank, are in the department, (b) how many faculty in the department have Full Graduate Research Faculty status, and (c) how many current members of the department's Full Graduate Research Faculty attained that status as exceptions to the policy; and that exceptional cases will have their status reviewed every five years.

## **(B) Associate Graduate Research Faculty**

### 1. Duties

Associate Graduate Research Faculty **may** participate in all graduate activities except for directing Ph.D. students (e.g., chairing Ph.D. committees). The opportunity to teach master's level courses, serve on and direct master's level non-thesis committees, and serve on master's thesis committees is available to all

Associate Graduate Research Faculty. These faculty may also direct thesis masters students, teach doctoral level research courses, and serve on dissertation committees **with the recommendation of the unit chair/director and approval of the College and University.**

## 2. Criteria

- Hold an earned research doctorate degree in a relevant discipline
- Hold a regular faculty appointment or Emeritus status

### **(C) Initiating Review and Period of Appointment**

Review for Graduate Research Faculty membership is initiated at the request of the faculty member. Appointments to the Graduate Research Faculty shall be for renewable terms of five years. The review is initiated at the same time of year as post-tenure reviews by the Head of the Academic Unit asking faculty who do not currently have Graduate Research Faculty membership if they wish to be considered for appointment and asking faculty whose five-year Graduate Research Faculty membership term will be expiring during the forthcoming academic year if they wish to be considered for reappointment.

Recommendations for appointment to the Graduate Research Faculty will be made by a designated committee from the Academic Unit in consultation with the Head of that Unit. The Unit's recommendation will be forwarded to a College-designated committee, which will make a recommendation in consultation with the Dean of the Robinson College of Business. College recommendations will be forwarded to the Provost/Vice President for Academic Affairs for final approval on appointments and reappointments to the Graduate Research Faculty.

Because the criteria for tenure equal or exceed the criteria for Graduate Research Faculty status, upon conferral of tenure the review period for renewal of Graduate Research Faculty status will be reset so that subsequent reviews for renewal will coincide with post-tenure review and the collection of documents for that process. If Graduate Research Faculty status is conferred between tenure/post-tenure reviews, the review period for renewal of Graduate Research Faculty status will be reset to coincide with the next post-tenure review and the collection of documents for that process. Likewise, faculty hired with tenure on appointment will be conferred Graduate Research Faculty status at either the full or associate level.

### **(D) Materials to be Reviewed**

The candidate will be expected to submit to the committee, via the Head of the Academic Unit, the following:

- Resume organized in the sequence shown in Appendix A (below)
- Copies of two top-tier publications during the last five years (additional publications can be included, but are not necessary) for Full Graduate Research Faculty Membership.
- Materials documenting teaching effectiveness that may include Student Evaluation of Instructor Profiles (SEIPs) in graduate courses for the last five years. Additional evidence of teaching effectiveness may be included but is not required, such as (but not limited to) peer evaluations, selected examinations and quizzes, students' passing rates on licensure/certification examinations, a teaching portfolio, new course and/or program development, use of technology for teaching, program accreditation review results, teaching awards received, and student accomplishments.

### **(E) Review within the Academic Unit**

Review for Graduate Research Faculty membership occurs concurrently with post-tenure review for tenured faculty and structured five year reviews for NTT faculty. The members of the cumulative post-tenure review committee within the academic unit will conduct the Full Graduate Research Faculty review or Associate Graduate Faculty review for tenured or tenure track faculty. The members of the NTT structured review committee within the unit will conduct

reviews for Associate Graduate Faculty for NTT faculty, In the case where an academic unit does not have any faculty going through post-tenure review or structured review, a committee will be formed for the purpose of Graduate Research Faculty candidate review. The Head of the Academic Unit will appoint the Chair of the Unit review committee.

Each faculty member constituting the committee in the Academic Unit is expected to sign a memorandum of recommendation on each Graduate Research Faculty applicant; this memorandum is addressed to the College review committee (as defined in Section II (F) below) with a copy provided to the Head of the Academic Unit. The memorandum must be responsive to the criteria for appointment to graduate faculty membership described in Section II (B) above. The Head of the Academic Unit will be responsible for transmitting the signed memorandum of recommendations plus the candidate's resume to the Dean's Office by the same date that post-tenure reviews are due to the Dean's Office.

### **(F) Review at the College and University Levels**

The College Promotion and Tenure Committee will review the academic unit recommendations for full or associate graduate faculty membership by tenured or tenure track faculty during the post-tenure review process. The college NTT Promotion Committee will review the academic unit recommendations for associate graduate faculty membership by NTT faculty.

The appointed committee reviews the candidate's resume and signed memorandum of recommendations from the Academic Unit with respect to meeting the criteria for appointment to Graduate Research Faculty membership. All members are expected to sign a memorandum of recommendation on each Graduate Research Faculty applicant. The memorandum is addressed to the Provost and a copy is forwarded to the Dean's Office. The Dean will be responsible for transmitting the signed memoranda of recommendations plus the candidate's resume to the Provost for final approval, no later than the due date for post-tenure reviews.

### **(G) Faculty who are not Members of the Graduate Research Faculty**

The Robinson College of Business may designate faculty who are not Graduate Research Faculty to teach graduate courses that are not research-oriented doctoral courses or research-oriented master courses. Such designation must be in compliance with guidelines published by the Southern Association of Colleges and Schools and other discipline-specific accrediting agencies.

In exceptional cases, the Robinson College of Business may designate faculty who are not Graduate Research Faculty to teach research-oriented courses and chair/direct research-oriented master theses and projects if appropriate for the discipline and the particular student.

In similar circumstances, a dissertation committee may include one individual who is not a member of the Graduate Research Faculty in order to include researchers or other professionals who bring special expertise to the committee.

In all the above cases, the Head of the Academic Unit recommends these exceptions to the Dean's Office for approval.

### **III. Graduate Professional Faculty Membership: Appointment and Reappointment**

#### **(A) Teaching and Dissertation Assignments Requiring Graduate Professional Faculty Membership**

A faculty member must hold Graduate Professional Faculty Status in order to fulfill the following duties:

- Teach doctoral courses in RCB's professional doctorate (DBA) program other than research-oriented (theory and methods) courses as identified by the Faculty Director of the DBA program.
- Serve as chair or member of dissertation committees for professional doctorates and chair/direct applied master theses.

#### **(B) Criteria for Appointment**

Eligibility criteria for Graduate Professional Faculty Status in the Robinson College of Business are as follows:

- Hold a research doctorate degree in a relevant field.
- Be actively contributing to the profession.
- Be actively engaged in scholarly activities.

The candidate should currently be an active contributor to the profession, be actively engaged in scholarly activities, and, recognizing the complementarity of research and teaching, be an effective teacher at the graduate level.

Evidence of recent active contributions to the profession can include, but is not limited to the following:

- Full-time or part-time industry experience in the relevant discipline
- Relevant consulting experience
- Publications in or editorial roles on professional/trade journals
- Articles that contribute to practice, published in academic journals
- Presentations to industry groups
- Grants funded by or highly applicable to industry
- Service on the board of directors/advisors of for profit or non-profit organizations
- Substantial service to or involvement in industry associations
- Substantial involvement with executive roundtables
- Development and/or delivery of non-degree executive education programs
- Coordination of required internship experiences between an RCB academic program and industry/employers
- Development and/or coordination of meetings, conferences, and/or forums focused on issues of broad interest to the business community
- Service as an expert witness

Evidence of recent active and productive scholarship for the purpose of graduate professional faculty membership includes the publication/acceptance of at least two peer-reviewed journal articles in the relevant field over the past five years. Additional evidence includes refereed articles or chapters in scholarly or professional books, refereed articles in scholarly or professional conference proceedings, successful external research grant or contract research applications, and editorships.

Evidence of graduate teaching effectiveness may include student evaluations, teaching awards, successful instructional innovation grants, student accomplishments, peer reviews, innovations in course design or delivery, or other significant teaching related achievements. Graduate teaching effectiveness also includes involvement in the guidance of graduate students' projects. The overall minimum standard for a candidate for Graduate Professional Faculty membership is to qualify, at the time of application, as a "Scholarly Academic" for teaching practice-oriented doctoral courses (DBA) or research-oriented master courses (or teaching a combination of those courses and non-research-oriented master and/or undergraduate courses) under RCB's guidelines for AACSB faculty qualification.

### **(C) Initiating Review and Period of Appointment**

Review for Graduate Professional Faculty membership is initiated at the request of the faculty member. Appointments to the Graduate Professional Faculty shall be for renewable terms of five years. The review is initiated at the same time of year as post-tenure reviews by the Head of the Academic Unit asking faculty who do not currently have Graduate Professional Faculty membership if they wish to be considered for appointment and asking faculty whose five-year Graduate Professional Faculty membership term will be expiring during the forthcoming academic year if they wish to be considered for reappointment.

Recommendations for appointment to the Graduate Professional Faculty will be made by a designated committee from the Academic Unit in consultation with the Head of that Unit. The Unit's recommendation will be forwarded to a College-designated committee, which will make a recommendation in consultation with the Dean of the Robinson College. College recommendations will be forwarded to the Provost/Vice President for Academic Affairs for final approval on appointments and reappointments to the Graduate Professional Faculty.

If Graduate Professional Faculty status is conferred between tenure/post-tenure reviews for a tenure-track faculty member or between cumulative reviews for a non-tenure track clinical faculty member, the review period for renewal of Graduate Professional Faculty status will be reset to coincide with the next post-tenure or cumulative review and the collection of documents for that process.

Graduate Professional Faculty appointed to administrative positions, (i.e., department chair, associate dean, dean, associate provost, vice president, provost, president) will retain Graduate Professional Faculty status for the duration of their administrative appointment. When an administrator returns to the faculty full time, their Graduate Professional Faculty status will be reviewed as part of their next post-tenure review or cumulative review, the timing for which is specified in the promotion and tenure manual.

### **(D) Materials to be Reviewed**

The candidate will be expected to submit to the committee, via the Head of the Academic Unit, the following:

- Resume organized in the sequence shown in Appendix A (below)
- Copies of two peer-reviewed publications during the last five years (additional publications can be included but are not necessary)
- A concise set of materials documenting evidence of recent active contributions to the profession, for example, full-time or part-time industry experience in the relevant discipline, relevant consulting experience, publications in professional/trade journals, service on the board of directors/advisors of for profit or non-profit organizations, service as an officer in industry associations, leading executive roundtables, development of and teaching in executive education programs, and provision of expert witness testimony.
- Materials documenting teaching effectiveness that may include Student Evaluation of Instructor Profiles (SEIPs) in graduate courses for the last five years. Additional evidence of teaching effectiveness may be included but is not required, such as (but not limited to) peer evaluations, selected examinations and quizzes, students' passing rates on licensure/certification examinations, a teaching portfolio, new course and/or

program development, use of technology for teaching, program accreditation review results, teaching awards received, and student accomplishments.

### **(E) Review within the Academic Unit**

The members of the post-tenure review committee within the academic unit will conduct the Graduate Professional Faculty review for tenured or tenure track faculty. The unit NTT structured review committee will conduct the Graduate Professional Faculty review for NTT faculty. In the case where an academic unit does not have any faculty going through post-tenure or structured review, a committee will be formed for the purpose of Graduate Professional Faculty candidate review.

Each faculty member constituting the committee in the academic unit is expected to sign a memorandum of recommendations on each Graduate Professional Faculty applicant; this memorandum is addressed to the College review committee (as defined in Section III (F) below) with a copy provided to the Head of the Academic Unit. The memorandum must be responsive to the criteria for appointment to graduate professional faculty membership described in Section III (B) above. The Head of the Academic Unit will be responsible for transmitting the signed memorandum of recommendations plus the candidate's resume to the Dean's Office by the same date that post-tenure reviews are due to the Dean's Office.

### **(F) Review at the College and University Levels**

The College Promotion and Tenure Committee will review tenured or tenure track candidates for Graduate Professional Faculty membership. The College NTT Promotion Committee will review NTT faculty candidates for Graduate Professional Faculty Membership. The committee reviews the candidate's resume, two submitted publications, evidence of teaching effectiveness and evidence of active contribution to the profession to determine criteria for membership have been met. Committee members are expected to sign a memorandum of recommendation on Graduate Professional Faculty applicants; this memorandum is addressed to the Provost and a copy will be forwarded to the Dean's Office. The Dean will be responsible for transmitting the signed memoranda of recommendations plus the candidate's resume to the Provost for final approval, no later than the due date for post-tenure reviews.

### **(G) Faculty who are not Members of the Graduate Professional Faculty**

The Robinson College of Business may designate non-members of the Graduate Professional Faculty to teach non research-oriented graduate courses in the professional doctorate program. Such designation must be in compliance with guidelines published by the Southern Association of Colleges and Schools and with RCB's guidelines for AACSB faculty qualification. In RCB, the Faculty Director of the professional doctorate (DBA) program recommends these exceptions to the Dean's Office for approval.

As specified in the Georgia State University policy on Graduate Faculty Membership, Graduate Research Faculty also may have the duties and responsibilities of the Graduate Professional Faculty as listed in this document.

### **(H) Composition of Dissertation/Thesis Committees**

The professional doctoral (DBA) dissertation committees and applied master thesis committees in RCB must include at least one member of the RCB Graduate Research Faculty.

## **IV. Revocation of Graduate Faculty Status**

Graduate faculty status may be revoked during the existing review processes based on the criteria specified in this policy. Existing reviews coincide with promotion, post-tenure, and five-year reviews. Graduate faculty status may

also be revoked outside of the regular review processes. Specifically, the Dean may revoke Graduate Faculty status for failing to meet the expectations regarding faculty-student relationships as outlined in the University Senate policy on Graduate Student-Faculty Relationship (<https://gsu.policytech.com/dotNet/documents/?docid=36&public=true>) and guided by norms of fairness and professionalism.

| <b>Table 1 Responsibilities by Graduate Faculty Type</b>  |   |                         |                            |
|---|---|-------------------------|----------------------------|
| <b><u>RESPONSIBILITY</u></b>  | <b><u>GRADUATE FACULTY CATEGORY</u></b> |                         |                            |
|   | <b><u>Research</u></b>                  |                         | <b><u>Professional</u></b> |
|   | <b><u>Full</u></b>                      | <b><u>Associate</u></b> |                            |
| Teach Master's level or skills-oriented courses   | A                                       | A                       | A                          |
| Serve on committees of Non-Thesis Master's students   | A                                       | A                       | A                          |
| Advise/Direct Non-Thesis Master's students  | A                                       | A                       | A                          |
| Serve on thesis committees of Thesis Master's students  | A                                       | A                       | O                          |
| Advise/Direct Thesis Master's students  | A                                       | O                       | O                          |
| Teach PhD doctoral courses and DBA theory and methods courses   | A                                       | O                       | O                          |
| Teach DBA doctoral courses (other than theory and methods)  | A                                       | O                       | A                          |
| Serve on dissertation committees of doctoral students   | A                                       | O                       | O                          |
| Advise/Direct dissertation of PhD doctoral students   | A                                       | NO                      | NO                         |
| Advise/Direct dissertation of DBA doctoral students   | A                                       | O                       | A                          |
| A = Automatic (specific assignments require approval of unit chair/director)<br>O = Optional (requires recommendation of unit chair/director and approval of college and university)<br>NO = Not Optional |   |                         |                            |

Approved by RCB Faculty: October 2, 2014; November 14, 2017

Revisions approved by RCB Faculty Affairs Committee: March 30, 2018, November 4, 2019

Approved by Senate CAP: December 17, 2019

Non-substantive revisions approved by RCB Faculty Affairs Committee November 2, 2020



# Appendix A

## Outline of Resume to be used for Graduate Faculty Membership Applications

The resume should be organized in the following sequence, with headings corresponding to the following. Items listed under a heading should be in descending chronological sequence (most recent date first). Publication citations should be complete, following standard citation format including order of authorship, page numbers, and other specifics. Include notation of journal convention regarding order of authorship if other than contribution, such as (Journal convention: Alphabetical authorship), (Journal convention: Authorship by grant seniority), etc.

### **Name**

### **Education**

List degree, major, institution and year received (for each degree)

### **Fellowship and Awards**

### **Work Experience**

List relevant business related work experience (including internships) and faculty and other positions held

### **Publications: Refereed Scholarly Journals**

### **Publications: Refereed Professional/Practitioner Journals**

### **Publications: Books and Monographs**

Include chapters in books, case studies, instructor's manuals and other supplemental materials for textbooks, and books edited

### **Publications: Refereed Conference Proceedings**

Include papers published in refereed scholarly conference proceedings and in refereed professional/practitioner conference proceedings

### **Publications: Non Refereed and Other**

Include book reviews and papers published in non-refereed conference proceedings; exclude media interviews, abstracts, letters to editors, papers presented at meetings not otherwise published, working papers

### **Work in Progress**

Include papers in process but not yet published; clearly indicate each paper's stage and target outlet (for example, resubmitted for second-round review at *Academy of Management Journal*, revise and resubmit requested at *MIS Quarterly*, targeted for submission to *Journal of Finance*, etc.)

### **Externally Funded Research Projects**

List title of research project, beginning and ending dates of the project, the amount of funding of the grant, funding source, and the specific participation of the faculty member in the grant project (e.g., project director, principal investigator)

### **Papers Presented at Professional Meetings**

List title, any co-author, name and date of meeting

### **Supervision of Doctoral Dissertations**

List author and title of dissertation; indicate whether involvement was as member of, or chair of, dissertation committee in each case

### **Continuing Education Activities in the Past Five Years**

List name of program, date of program, involvement in program, (e.g., topic taught as faculty member or program director)

### **Service Activities Internal to the University**

Include service on Academic Unit, College or University committees by listing name of committee, time period served, and whether service was as a member or chair. Also include other assignments and responsibilities (e.g., MBA core course coordinator) at the academic unit, college or university level.

### **Service Activities in Academic and Professional Organizations**

Include service in academic or professional organizations as an officer or local arrangements chair/member, chair of program committee, chair of a program session, discussant. Also include referee and other editorial appointments with respect to journals sponsored by such organizations.

### **Service to the Community**

Include only those activities which utilize the professional expertise of the faculty member in activities in the community which are directly related to being a faculty member.