Appointment to Graduate School

Graduate School Criteria

The Graduate Faculty consists of the Dean of the Graduate School, Associate Deans of the Graduate School, and Full and Associate Graduate Faculty Members. As the chief University agency for the promotion of the ideals of graduate study, it determines the policies of the Graduate School and makes recommendations to the University Senate and to the President, or to other administrative officials as appropriate. All rules affecting graduate work and the inauguration of new graduate programs must be approved by the Graduate Faculty. Any proposed change in the rules of the Graduate Faculty must be included in the agenda of its meeting and circulated to the Graduate Faculty at least 10 days prior to the meeting at which it is to be considered.

Any faculty member, regardless of specific title series of appointment, is eligible for consideration for membership on the Graduate Faculty. New Graduate Faculty members may be proposed to the Dean of the Graduate School at any time by the college deans and department chairs concerned, or in the case of persons not attached to a college faculty, by the Provost of the University. Eligibility qualifications are as follows:

- The doctor’s degree or its equivalent in scholarly reputation.
- The rank of assistant professor (or equivalent) or higher.
- Scholarly maturity and professional productivity as demonstrated by publications, editorial services, research surveys, creative work or patents, and research in progress at the time of appointment.
- Demonstrated participation in graduate teaching and research in the program.

The Dean of the Graduate School is responsible for appointing and monitoring the progress of Associate Members of the Graduate Faculty. Associate members are authorized to teach graduate courses, direct master’s theses, and serve on and co-chair doctoral committees.

Associate membership is limited to a term of six years with reappointment possible after departmental review. There is no category for at-large graduate faculty membership. Appointment to Full Graduate Faculty membership is made by the Provost and/or the Dean of the Graduate School after consultation with the Graduate Council when appropriate. Full members of the Graduate Faculty are particularly responsible for:

- Guidance of graduate student research and study to its completion. The finished work should meet or exceed accepted standards for publication, dissemination or performance within the particular discipline.
- Participation in the formulation of graduate curricula and policy.

In unique instances, an advanced assistant professor may be nominated by his or her chairperson for full membership in the Graduate Faculty. To be considered for this status by Graduate Council, a nominee must meet the following recently-adopted criteria:

- An associate member of Graduate Faculty who is an assistant professor may be put forward for full membership by the individual’s department chairperson or Director of Graduate Studies (as appropriate) after a minimum of 2 years of employment at UK.
• The individual must show the appropriate level of scholarly research and productivity and important contributions to the department’s graduate program, including graduate teaching.

After review by the Dean of the Graduate School, appropriate cases will be placed on the Consent Agenda of the Graduate Council for approval. Atypical cases may either be turned down by the Dean or brought to the Graduate Council for full discussion.

Once Full Graduate Faculty status is attained, membership is continuous unless a change in status is recommended by a graduate program to the Dean of the Graduate School, who will present the recommendation to the Graduate Council.

On recommendation of the Director of Graduate Studies and with the approval of the Dean of the Graduate School, persons who normally do not hold academic appointment in the University, but who have demonstrated an interest in collaborative participation in its graduate programs, may be appointed as Auxiliary Graduate Faculty Members. They should hold the terminal academic degree in the field and possess a record of research or creative experience that would warrant their inclusion on advisory committees to assist graduate students in conducting research. Auxiliary Graduate Faculty may serve only as nonvoting members of the advisory committee.

Administrative officers assigning teaching and other duties to members of the Graduate Faculty who are taking an active part in the graduate program (i.e., are heavily engaged in directing theses and dissertations, carrying on productive research, etc.) should make appropriate reduction in the duties required of such faculty members.


**College of Nursing Appointment Process**

Faculty member seeking appointment submits an electronic copy of curriculum vitae to the appropriate associate dean.

Associate Dean:

• Completes and reviews Data Sheet (pdf)
• Requests clarification and additional information from faculty member, if needed
• Emails curriculum vitae and completed Data Sheet to the dean

Dean:

• Dean requests approval from graduate faculty
• Dean forwards electronic copies of CV, Data Sheet, and cover email to Graduate School