RECOMMENDATION OF THE SUBCOMMITTEE ON GRADUATE COURSE AND CURRICULUM FOR THE CRITERIA FOR: 1) GRADUATE FACULTY MEMBERSHIP; 2) MAJOR PROFESSOR, ADVISOR, OR COMMITTEE CHAIR AND COMMITTEE FOR MASTER'S STUDENTS; AND 3) MAJOR PROFESSOR, ADVISOR, OR COMMITTEE CHAIR AND COMMITTEE FOR DOCTORAL STUDENTS

This document replaces GFC Document 853. Numbers in brackets [ ] refer to the list of changes in comparison to GFC 853 that appear in Section VI, and the justification for each in Section VII.

I. Graduate Faculty Membership

UWM Policies and Procedures 2.02(2), July, 2009, gives the Graduate Faculty Committee (GFC) authority to establish qualifications for membership in the Graduate School Faculty (hereafter “Graduate Faculty”). [1, 2]

A. Criteria for Initial Membership on the Graduate Faculty

To approve 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 GFC requirements.

B. Criteria for Continuing Membership on the Graduate Faculty

To approve someone for continuing membership on the Graduate Faculty, the Executive Committee of the program/department must verify that the person meets the criteria in I.A [3], and, during the previous three academic years, has:

1. Demonstrated scholarly or creative activity,
2. Participated in graduate education by teaching graduate level courses, directing graduate level independent study, or serving as a member of a thesis or dissertation committee, and
3. Where applicable, been involved in service at the state or national level as evidenced by activities such as participation in professional organizations or serving as a journal reviewer or editor. [4]

C. Duties requiring Graduate Faculty status

1. Serving on the GFC or its subcommittees.

2. Teaching courses that 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.

3. Serving as a major professor, advisor, or committee chair for master’s students. (See exception in Section II.)

4. Serving on a doctoral student’s committee. (See exception in Section V.)

D. Department/Program Criteria

1. Each department or programmatic unit must file with the GFC 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.

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.

3. Responsibility for interpreting minimum GFC requirements and departmental criteria rests with the individual department or programmatic unit. An individual faculty member may challenge the validity of such interpretation on a case-by-case basis. If the department or programmatic unit and the individual fail to reach agreement in such cases, the matter shall be resolved by the GFC.

E. Procedures for Removal of Graduate Faculty Status

1. A vote of the Executive Committee within the departmental or programmatic unit is required to remove 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 GFC.
II. Master's Advisor, Major Professor, or Committee Chair

A. 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 with the Scientist title (any prefix) also may serve in this capacity to a master's student providing that he/she has been approved by the student’s department or programmatic unit. [5]

B. However, upon retirement or resignation, an individual who has been serving as a committee chair for a particular master’s student may continue in that role for up to one year. [6]

C. A continuing UWM faculty member whose graduate faculty status has been removed, and who has been serving as thesis director for a particular student, may continue in this role until the completion of the thesis, with the approval of the department/programmatic unit.

III. 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.

IV. Doctoral Advisor, Major Professor, or Committee Chair [7]

A. The advisor, major professor, or committee chair for a student in a Ph.D. program must

1. Be a member of the UWM Graduate Faculty or the UWM Category B Research Academic Staff with the Scientist title (any prefix), and

2. Have a record 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.

3. Be approved by the Executive Committee of the department or program as being eligible to serve as a committee chair.

B. However, upon retirement or resignation, an individual who has been serving as a committee chair for a particular doctoral student may continue in that role for up to two years. After two years, s/he may be permitted to serve as co-chair following the provisions of Section VI. [8]
C. In addition to those qualifying under IV. A. and IV.B., the advisor, major professor, or committee chair for a student in a professional doctorate program (e.g. DPT) may be a member of the UWM Instructional Academic Staff, and must be approved by the Executive Committee of the department or program as being eligible to serve in that role. [9]

V. Other Doctoral Committee Members

A. UWM Graduate Faculty and UWM Category B Research Academic Staff, holding the title of Scientist, are eligible to serve as doctoral committee members upon approval of the Executive Committee of the department or programmatic unit.

B. For professional doctoral programs (e.g. DPT), members of the UWM Instructional Academic Staff also are eligible to serve as committee members with the approval of the Executive Committee of the department or programmatic unit. [9]

C. The majority of the members of a student’s doctoral committee must be individuals qualifying under Section V.A or V.B.

D. At the recommendation of the student’s major professor, the Executive Committee of the department or programmatic unit [10] may appoint one member of a doctoral student’s committee, including a co-chair, who does not qualify under section V.A. or V.B. Such appointments 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.

E. At the recommendation of the Executive Committee of a department or programmatic unit, UWM Visiting Faculty with expected residence of three or more years may be approved by the Subcommittee on Graduate Course and Curriculum as doctoral committee members for that program for the length of the faculty visit. [11]

F. At the recommendation of the Executive Committee of a department or programmatic unit, current faculty from other institutions with whom UWM has an approved cooperative agreement (in the form of a Memorandum of Understanding) may be approved by the Subcommittee on Graduate Course and Curriculum as doctoral committee members for that program. [11]
VI. **Procedures for Maintaining the Graduate Faculty Roster, and Lists of those Eligible to Serve on Doctoral Committees and as Doctoral Committee Chairs** [12, 13, 14, 15]

A. At the beginning of each academic year, the Graduate School will solicit from each department or programmatic unit a list of faculty members approved by their respective Executive Committee for membership in the Graduate Faculty, and for eligibility as doctoral committee members or committee chairs (including those approved under Section V.D. and V.E. above). The department chair or program director will submit the list, including current rank of the faculty, by September 30. Additional changes throughout the academic year should be sent to the Graduate School.

B. The graduate faculty roster for each program shall be included in the respective Bulletin copy.

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<th>VI. Summary of Proposed Changes to GFC Doc. 853</th>
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<td>1. Update reference to UWM Policies and Procedures.</td>
<td>Provides correct citation to the section of the UWM Policies and Procedures authorizing the GFC to establish these criteria. This was part of the overall reorganization of the GFC by the Faculty Senate in March, 2007.</td>
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<td>2. Update references to Graduate Faculty Committee (formerly Council) and its subcommittees.</td>
<td>These changes also were part of the overall reorganization of the GFC by the Faculty Senate in March, 2007.</td>
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<td>3. Explicitly state that initial membership criteria for Graduate Faculty status also applies to continuing members.</td>
<td>Clarifies criteria</td>
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<td>4. Criteria added</td>
<td>Where a discipline has professional or scholarly organizations, it is reasonable to expect that faculty will maintain membership in such organizations, or otherwise be engaged with the discipline outside of UWM</td>
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<td>5. Graduate Dean’s approval is no longer required for UWM Category B Research Academic Staff, holding the title of Scientist to serve as a major professor/committee chair for a master’s student.</td>
<td>Creates consistent procedure for both master’s and doctoral students</td>
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<td>6. Allow master’s thesis adviser to continue in that role for up to one year within retirement or resignation.</td>
<td>The Graduate School has received requests for this provision; allows continuity for student; one-year time frame should be sufficient for master’s thesis completion.</td>
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<td>7. Move provisions for approval of doctoral committee co-chair from Doctoral Adviser section to Doctoral Committee section.</td>
<td>Policy and procedures for approval of co-chair are similar to those for all other doctoral committee members.</td>
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<td>8. Allow doctoral dissertation adviser to continue in that role for up to two years and to continue as a co-chair within retirement or resignation.</td>
<td>The Graduate School has received requests for this provision; allows continuity for student. Beyond two years, a current faculty co-chair arrangement will be required; current faculty are ultimately responsible for supporting student through degree.</td>
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<td>9. Expand eligibility for advisors and committee members in professional doctoral programs</td>
<td>Necessary with the addition of new professional doctoral programs (e.g. Doctor of Physical Therapy, Doctor of Nursing Practice)</td>
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<td>10. Designate the departmental or programmatic Executive Committee, rather than the Graduate School Dean, as the authority for approving one committee member who does not otherwise meet the eligibility criteria.</td>
<td>In practice, Graduate School Associate Deans and professional staff have been responsible for approval of ad hoc committee members. This change is consistent with others throughout this document in transferring authority and responsibility to the graduate degree programs.</td>
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<td>11. Allows for approval of individuals in specific categories other than UWM faculty or scientists to serve on doctoral committees within a given program</td>
<td>The Graduate School has received requests to add individuals from other institutions that are part of a cooperative program to the annual list of eligible committee members; process is more efficient than current consideration on a case-by-case basis for each student’s committee.</td>
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<td>12. Transfer authority for approval of Graduate Faculty membership to the graduate degree programs, based on criteria established by the GFC.</td>
<td>a. Departments/programs should be accountable for decisions in forwarding the names of those eligible for graduate faculty membership. Procedures are in place to reconcile differences between individuals and departments/programs in applying the criteria.</td>
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<td>13. Yearly updates to the Graduate Faculty roster will be requested by the Graduate School, rather than the Subcommittee on Graduate Course and Curriculum.</td>
<td>b. Under current procedures, the GFC relies on initial screening by the GCC. The membership of the GCC is not broad enough to knowledgably assess fulfillment of the criteria in all disciplines, and relies on recommendations from the programs in forwarding the annual graduate faculty roster to the GFC.</td>
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<td>14. Curriculum vitae for new Graduate Faculty are no longer required.</td>
<td>c. The current process used by the GCC in approving those recommended by the programs is inconsistent in that it only involves review of curriculum vitae for new faculty. Expanding this to review of C.V.s for all those whose names are forwarded would be impractical and might preclude the GCC from conducting any other business.</td>
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<td>15. Clarify procedures for maintaining lists of Graduate Faculty, eligible doctoral committee members and chairs, and set deadline by which yearly updates must be submitted.</td>
<td>Necessary for implementation of policy</td>
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### VII. Justification for Proposed Changes

- a. Departments/programs should be accountable for decisions in forwarding the names of those eligible for graduate faculty membership. Procedures are in place to reconcile differences between individuals and departments/programs in applying the criteria.
- b. Under current procedures, the GFC relies on initial screening by the GCC. The membership of the GCC is not broad enough to knowledgably assess fulfillment of the criteria in all disciplines, and relies on recommendations from the programs in forwarding the annual graduate faculty roster to the GFC.
- c. The current process used by the GCC in approving those recommended by the programs is inconsistent in that it only involves review of curriculum vitae for new faculty. Expanding this to review of C.V.s for all those whose names are forwarded would be impractical and might preclude the GCC from conducting any other business.

### VII. Recommendation for Action

1) That the policy and procedures designated herein be approved. That the policy and procedures become effective immediately following administrative approval.