

---

Florida Gulf Coast University  
College of Education  
Graduate Faculty Membership

---

**Definition of Graduate Faculty**

Graduate faculty members are primarily responsible for graduate study at Florida Gulf Coast University and are committed to developing and providing strong academic programs. Graduate faculty members are expected to maintain a balance of teaching, scholarship, and service achievements consistent with the goals of graduate programs. Graduate faculty members are derived from the ranks of FGCU faculty. The three classifications for graduate faculty membership are: Full Member, Associate Member, and Graduate Adjunct.

Consistent with SACS requirements and faculty credential guidelines, full and part-time faculty who teach post-baccalaureate or graduate courses must be fully qualified to carry out effective graduate-level instruction. Except in unusual cases, these faculty members should hold the earned doctoral/terminal degree in the teaching discipline or a related discipline. Exceptions require a detailed letter of justification written by the Department Chair assigning the faculty member to teach a graduate course and must be approved by the College Dean.

**Full Member Status**

A faculty member with Full Member status may teach graduate courses, chair and/or serve on thesis reading/practicum committees, chair and/or serve on comprehensive assessment committees, chair and/or serve on dissertation committees, qualify for election to the graduate governance organizations or other positions representing graduate faculty, and vote in all matters at graduate faculty meetings. Graduate faculty holding Full Member status should actively engage in an ongoing scholarly agenda as described by each category. Graduate faculty members holding Full Member status are strongly encouraged to participate in graduate faculty governance.

**Initial Appointment to Full Member Status**

The requirements for initial appointment for Full Member status include holding appointment as a full-time faculty member at the rank of Associate Professor or above, possessing an earned doctoral degree or terminal degree or documented competency in lieu of the above, submitting documentation of at least three scholarly achievements (see Category II below), possessing potential for making contributions to graduate education and to the university, submitting a curriculum vitae and legible copies of all graduate transcripts. Faculty members who wish to apply for appointment must demonstrate significant involvement in graduate education and scholarship and professional service since the last appointment. Documentation must be provided for Category I: Teaching, Category II: Scholarship and Category III: Professional Service

The applicant for Full Member status must be recommended by the Peer Support Committee and the faculty member's academic Department Chair as indicated by the signature on the application. If, in the judgment of the applicant and/or the Department Chair, a specific contribution should be given special consideration, this should be so indicated and well documented.

### **Renewal of Full Member Status**

The term of appointment is five (5) years for full membership. One semester prior to the end of a term of appointment, faculty members must reapply for appointment at this level.

### **Associate Member Status**

A faculty member with Associate Member status may co-chair and serve on dissertation committees, teach graduate courses, chair and/or serve on thesis (reading)/practicum committees, chair and/or serve on comprehensive assessment committees, and vote in all matters at meetings pertaining to graduate studies. Graduate faculty holding Associate Member status should actively engage in an ongoing scholarly agenda.

### **Initial Appointment to Associate Member Status**

The requirements for appointment for Associate Member status include holding appointment as a full-time faculty member at the rank of Assistant Professor or above, possessing an earned doctoral degree or terminal degree or documented competency in lieu of the above, submitting documentation of scholarship (i.e. journal article, chapters in books, funded grant applications or acceptance letters), possessing potential for making contributions to graduate education and to the university, submitting a curriculum vitae and legible copies of all graduate transcripts. In special circumstances, a college chair or dean may recommend an instructor with a terminal degree to the associate member status based on the criteria set forth by the committee. Faculty members who wish to apply for appointment must demonstrate significant involvement in teaching, scholarship, and professional service. Documentation must be provided for Category I: Teaching, Category II: Scholarship and Category III: Professional Service.

The applicant for Associate Member status must be recommended by the Peer Support Committee and by the faculty member's academic department chair. If, in the judgment of the applicant and/or the chair of the academic department, a specific contribution should be given special consideration, this should be so indicated and documented well.

### **Term of Appointment**

The term of appointment is five (5) years for associate membership. One semester prior to the end of a term of appointment, faculty members must reapply for appointment at this level if needed.

### **Graduate Adjunct Status**

A part time faculty member with Graduate Adjunct status may teach graduate courses and serve on dissertation committees. This also applies to full-time visiting faculty; part-time faculty; lecturers and instructors; non-teaching staff members; a Member or an Associate Member who resigned or retired; or other qualified professionals with expertise in a scholarly discipline or professional field.

### **Initial Appointment to Graduate Adjunct Status**

Part time faculty members who wish to apply or reapply for Graduate Adjunct status must meet Category I: Teaching; Category II: Scholarship is preferred but not required; Category III: Professional Service is preferred but not required

Initial appointment to graduate adjunct status requirements include college level teaching experience, possessing an earned doctoral degree or terminal degree granted by a graduate program in a closely related discipline from an accredited institution, or extensive and sustained professional experience in a related field. Scholarship is preferred but not required. Professional service is preferred but is not a requirement. Submission of a curriculum (if applicable) vitae and legible copies of all graduate transcripts is required.

The applicant for Associate Member status must be recommended by the Peer Review Committee and by the faculty member's academic department chair. If, in the judgment of the applicant and/or the chair of the academic department, a specific contribution should be given special consideration, this should be so indicated and documented well.

### **Term of Appointment**

The term of appointment is five (5) years for adjunct graduate faculty membership. One semester prior to the end of a term of appointment, faculty members must apply for appointment at this level.

### **Examples of Graduate Education, Scholarship and Professional Service**

#### **Graduate Education (Category I)**

Examples of Graduate Education include advising graduate students, chairing thesis or serving on thesis committees, chairing dissertations or serving on dissertation committees, chairing or supervising graduate level internships, conducting practicum experiences or projects and serving on comprehensive assessment or thesis/dissertation (reading) committees

#### **Scholarship (Category II)**

Examples of scholarship are published articles (refereed), published articles (non-refereed but in your field), published books, chapters in books, monographs, funded grants or projects, presentations at state, regional or national meetings, editorships/reviewer for

refereed journals, reviews of published books or manuscripts, and/or software development.

### **Professional Service (Category III)**

Examples of professional service include leadership in state, regional or national professional organizations as evidenced by offices held or committees chaired and membership on major committees, community service activities including membership on advisory boards as well as participation in community agencies, workshops and consultations, professional service activities applying one's discipline to specific community needs, service on faculty committees pertaining to graduate programs, development of graduate courses or programs, administration of graduate programs, noteworthy graduate education activities as indicated by the department chair and demonstrated success as a teacher of graduate courses.

### **Responsibilities of the Peer Review Committee**

The Peer Review Committee must ensure that candidates for Graduate Faculty appointment/reappointment meet the criteria presented in Graduate Teaching, Scholarship, and Service as outlined in this document for the Category for which they are applying.

### **Responsibilities of the Department Chair with Graduate Faculty**

Department Chairs must ensure that any full- or part-time faculty member assigned to teach a graduate course holds graduate faculty status.

The department chair is responsible for submitting the completed Application for Graduate Faculty Membership to the Dean for review by the COE Graduate Faculty Status Committee.

Department Chairs, consistent with the mission of the department and needs of the graduate programs(s) being supported, should assign graduate faculty holding full or associate graduate faculty status to teach graduate courses on a regular basis.

In annual faculty evaluations, retention/promotion recommendation, department chairs should accord proper weight to workload issues stemming from a graduate faculty member's graduate education efforts, which include, but are not limited to the following: graduate course instruction, graduate program coordination, graduate course or program-of-study creation, thesis and dissertation committee work and comprehensive examination evaluation, graduate internship/practicum supervision, graduate advisement, graduate admissions and graduate student appeals duties, and participation in graduate faculty governance.

Florida Gulf Coast University

Application for Graduate Faculty Appointment/Reappointment

**Instructions:** I am applying for appointment/reappointment in the following graduate membership classification:

\_\_\_\_ Full Member    \_\_\_\_ Associate Member    \_\_\_\_ Graduate Adjunct

1. This application must be completed in full for consideration by the COE Graduate Faculty Appointment Committee and be co-signed by the Chair of the applicant's academic unit and the Dean. Evidence of scholarship (such as a C.V.) may be included as an attachment. A curriculum vitae, while required as an attachment, will not be considered a substitute for completing this application.

**The form should be completed and submitted as a single PDF file (including any attachments).**

2. Faculty members who apply must document continued involvement in teaching, scholarship and professional service commensurate with the ranks of associate or full professor as outlined in the COE promotion and evaluation document.
3. The term of appointment is five (5) years for Full Member, Associate Member, and Graduate Adjunct. **One semester prior to the end of this five-year period, the faculty member must apply for reappointment at the same level or apply for appointment at a higher level.**
4. Documentation for five year appointments are to include updates from the last appointment date only.
5. The *Documented Expertise and Experience Form (found on Provost's Webpage)* must be completed if the applicant lacks a terminal degree in an area within the College of Education.

## FGCU Application Form for COE Graduate Faculty Appointment/Reappointment

Name:

Academic Unit/Department:

Number of years at current Graduate Faculty Membership classification at FGCU:

Full-time Faculty:      Yes      No

**Directions:** Please provide documentation in the categories of teaching, scholarship, and service for appointment or reappointment. Documentation for reappointment or change in graduate faculty status are limited to those activities from the last appointment date ONLY.

Curriculum vitae must accompany this application but does not substitute for filling out the application.

### **Category I: Teaching**

1. List of relevant courses taught (up to eight):

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-
- 7-
- 8-

2. Short description of demonstrated success as a teacher. Clarify, where appropriate, success at the graduate level as separate from the undergraduate level:

3. List of Chairing or memberships on thesis committees or culminating Master's projects:
  
  
  
  
  
  
  
  
  
  
4. List of chair or supervision activities for graduate level internships, practicum experiences, or projects:
  
  
  
  
  
  
  
  
  
  
5. List of Chairing or memberships on dissertation committees:
  
  
  
  
  
  
  
  
  
  
6. Service on faculty committees pertaining to graduate programs:
  
  
  
  
  
  
  
  
  
  
7. List of graduate courses or programs developed (please limit to eight entries):
  - 1-
  - 2-
  - 3-
  - 4-
  - 5-
  - 6-
  - 7-
  - 8-

8. Short description of administrative responsibilities for graduate programs:

9. Number of graduate students advised over the past five years:

10. Other relevant activities:

---

**Category II: Scholarship (List up to five most relevant from Vita) For each entry list title, name of entity journal or book and year published. (APA format preferred).**

1. Published articles (refereed):

1-

2-

3-

4-

5-

2. Published articles (non-refereed but relevant to your field):

1-

2-

3-

4-

5-



3. Published books or chapters in books (please indicate whether refereed):

1-

2-

3-

4-

5-

4. Monographs:

1-

2-

3-

4-

5-

5. Funding proposals (internal/external - grants, awards, etc.):

1-

2-

3-

4-

5-

6. Papers/presentations at local, state, regional, national, or international meetings:

1-

2-

3-

4-

5-

7. Editorship/reviewer for referred journals (please indicate number reviewed):

1-

2-

3-

4-

5-

8. Editorship/reviewer for published books or manuscripts:

1-

2-

3-

4-

5-

9. Description of educational software/apps, etc. you may have authored:

10. List any other relevant scholarly activity not described previously:

### **Category III: Professional Service**

1. Evidence of leadership in local, state, regional, national, or international professional association. (Please limit to top 3 or 4 activities. C.V will be utilized for verification):
  - a. Offices held or committees chaired (name of organization and dates of service):
  
  
  
  
  
  
  
  
  
  
  - b. Membership on committees (name of organization and dates):
  
  
  
  
  
  
  
  
  
  
  - c. Other Activities (please list):
2. Community service activities including membership on advisory boards as well as participation in community service agencies. List name of board/agencies and dates:
  
  
  
  
  
  
  
  
  
  
3. Title of workshops and consultations (professional service activities applying one's discipline to specific community needs). List name of sponsoring group and dates:
  
  
  
  
  
  
  
  
  
  
4. Other

## Recommendations

Applicant:

Date:

This application is for graduate faculty status at the level indicated below. (Check one.)

Full Member

Associate Member

Graduate Adjunct

### To be completed by Peer Review Committee

We support this application for graduate faculty status. There is evidence of teaching, service, and scholarship activities (where required) that support this application for graduate faculty appointment at the level indicated.

Chair Peer Review Committee:

Date:

### To be completed by Chair

I support this application for graduate faculty status. There is evidence of teaching, service, and scholarship activities (where required) that support this application for graduate faculty appointment at the level indicated.

Chair:

Date:

### To be completed by Dean:

I support this application for graduate faculty status. There is evidence of teaching, service, and scholarship activities (where required) that support this application for graduate faculty appointment at the level indicated.

Dean:

Date: