



Graduate Faculty Membership Policy

Approved March 14, 2022

Background and Purpose

As an American Association of Universities top-tier research university, Emory University supports the mission of the James T. Laney School of Graduate Studies to provide comprehensive and student-centered graduate education. Our world-class, *field defining* faculty advance excellence and innovation through their work with our *field changing* graduate students.

Graduate faculty excellence is essential to the Laney Graduate School's commitment to provide our students with graduate education of the highest quality that encourages and enables disciplinary and cross disciplinary research and scholarship. The Laney Graduate School is entrusted to establish expectations for appointment to the graduate faculty and for the roles and responsibilities of graduate faculty membership to ensure that students are best prepared to succeed as leaders and in service to the global good. Graduate programs determine who meet these expectations and may specify additional requirements. Graduate programs also recommend reappointment and withdrawal based on a transparent review process.

The purpose of this document is to establish a transparent policy and enact practices for appointment, membership, and renewal of the graduate faculty of the Laney Graduate School.

Overview of Graduate and Affiliate Graduate Faculty Membership¹

Graduate faculty members have an active program of research or scholarship or demonstrate substantial promise of establishing such a program and are promotable through a peer-review process at Emory University. In addition, graduate faculty members are committed to supporting the professional development of graduate students in an inclusive training environment. Emory faculty members exercise roles and responsibilities of membership based on whether they are Graduate Faculty or Affiliate Graduate Faculty members.

¹ Service on doctoral or thesis committees does not automatically result in graduate/affiliate faculty membership. Graduate/affiliate faculty membership is not a necessary condition for serving on doctoral or thesis committees, and individuals may be included beyond the minimum number of graduate faculty required to constitute the committee. Graduate/affiliate faculty membership is not a necessary condition for teaching graduate-level courses of the Laney Graduate School.

Eligibility for Appointment to the Graduate Faculty

To be eligible for appointment to the graduate faculty, Emory faculty should:

- Hold the PhD or highest terminal degree pertinent to the discipline, or have equivalent professional experience relevant to the discipline, as determined by the graduate program;
- Be hired as tenured/tenure-track/tenure-eligible, research-track promotable, or clinical/practice-promotable tracks (e.g., lecture-track faculty);²
- Have an active program of research or scholarship, broadly understood, and demonstrate a sustained record of productive research, publication, and scholarly activity appropriate to the relevant disciplines, or practice of the profession;³
- Receive external sources of funding, pursuant to expectations or standards of the discipline;
- Supervise graduate research and training, as appropriate;
- Effectively teach graduate-level courses, if applicable;
- Be committed to and work toward the advancement and professional development of students in the graduate program to which the faculty member is seeking an appointment.

Roles and Responsibilities of Graduate Faculty Membership

To sustain membership in the graduate faculty once appointed, Emory graduate faculty should fulfill a reasonable combination of the following roles and responsibilities in service to LGS degree programs:

- Chair or co-chair master's and/or doctoral committees;
- Serve as primary advisor or co-advisor for master's and/or doctoral degree students;
- Serve as effective mentors of master's and/or doctoral degree students;
- Serve as members of master's and/or doctoral committees;
- Teach graduate-level courses at the 500 level and higher;
- Participate in graduate curricular design and graduate program governance;
- Participate in the graduate student recruitment process;
- Serve in Laney Graduate School governance bodies as members of the Executive Council, as Directors of Graduate Studies or Program Directors, as members of the Appointments Committee and as elected representatives to the University Senate and University Faculty Council;
- Serve as members of competitive fellowship and funding committees; and,
- Vote for fellow graduate faculty as representatives on Laney Graduate School governance bodies.

² Persons with adjunct and visiting titles, as well as faculty who serve on appointments totaling less than 50 percent to the university, are not eligible for appointment to the graduate faculty.

³ The Executive Vice President and Provost, the Vice President for Research, the Vice Provost for Graduate Affairs and Dean of the Graduate School, the college and school Deans, and the Director of Libraries are granted a courtesy appointment as Graduate Faculty and are ex officio members of the graduate faculty.

Graduate faculty may exercise all privileges of graduate faculty membership. Moreover, they are reported as doctoral faculty for the purpose of institutional research and evaluation that is both internal and external to the university.

Roles and Responsibilities of Affiliate Graduate Faculty Membership

At the discretion of the program, senior scientists or faculty who make meaningful contributions to graduate education but are not deemed eligible to serve as graduate faculty based on the expectations described above, may be nominated to serve as affiliate graduate faculty. Affiliate members have the privileges of graduate faculty except: (1) they may not serve as chairs of thesis or dissertation committees or as primary advisors for research, though they may serve as co-chairs and co-advisors; (2) they are not eligible to serve in Laney Graduate School governance bodies; and (3) they are not eligible to serve on competitive fellowship/funding committees. Their level of participation in curricular design and governance of the graduate program is subject to the program's discretion.

Affiliate members are not reported as graduate faculty for the purpose of institutional research and evaluation that is both internal and external to the university. Programs may have additional categories of membership than those recognized in this policy. These additional categories should be clearly defined and maintained in program governance documents.

Process for Identification, Nominations, Appointments, and Notification

Identification and Nomination

LGS faculty may contribute to multiple programs and membership type may vary by program. Each year as a part of the annual reporting process, programs shall provide the Office of the Dean of the Laney Graduate School a list of graduate and affiliate faculty who participate in their program. This list should indicate whether each faculty member is a graduate or affiliate member from the perspective of the program. Programs should indicate when a faculty member is new to the list of program faculty, and in each case of an addition to the list, programs should send a current curriculum vitae to the Dean of the Graduate School. Programs may also include information about the additional, program-specific categories of membership that apply to each member.

Should a program need to nominate a new member of the graduate or affiliate faculty outside of the annual review process or an initial appointment, Directors of Graduate Studies/Program Directors should complete and submit the electronic *LGS Graduate/Affiliate Faculty Membership Form*. Nominations may occur at any time of the year, and appointments begin on the first day of fall, spring, or summer terms. Nominations will be reviewed on a rolling basis.

Appointment

Appointment to the LGS faculty differs by category of membership.

Graduate Membership. Faculty members are expected to actively engage in scholarship and/or research along with mentorship of graduate students. Typically, appointment to the graduate faculty in this category is automatic for those faculty hired as tenure/tenure-

track/tenure-eligible or research-track promotable, or practice-track promotable provided their departments align with an LGS graduate program. Additionally, graduate programs may – and are encouraged to - nominate faculty from other programs and departments as members of their graduate faculty.

Affiliate Graduate Faculty Membership: Graduate programs must provide justification that nominees for affiliate graduate faculty membership are able to provide the sustained support necessary to ensure proper teaching, mentoring, supervision, and/or professional development of graduate students, as appropriate to the program.

Notification

The Dean of Laney Graduate School will review new nominations to the graduate/affiliate faculty during the annual reporting process. The Dean will notify the program of the approval of new members prior to August 1. For nominations that are made outside the annual review process, the Dean must provide timely notification of approval.

Review of Graduate Faculty Membership

The Laney Graduate School expects graduate programs to review the graduate/affiliate faculty roster and affirm or amend membership on a regular basis. In addition to program criteria for evaluation, the Laney Graduate School expects programs to evaluate graduate/affiliate faculty according to the criteria for appointment as well as fulfillment of the roles and responsibilities, defined here. An exceptional record of professional conduct, as well as a demonstrated commitment to diversity, equity, and inclusion also are expected for the appointment and renewal of both categories of membership.

Revocation or Modification

The Dean of the Laney Graduate School, in consultation with school deans and programs may revoke or modify the type of graduate/affiliate faculty membership with reasonable cause at any time. Programs may recommend revocation or modification of graduate faculty membership as well. Reasonable cause for a revocation of graduate faculty membership may include the faculty member's loss of eligibility (see criteria, above), failure to fulfill their roles and responsibilities of membership, or failure to maintain appropriate standards of professional conduct.

A graduate/affiliate faculty member whose membership in the graduate faculty is involuntarily revoked or modified may request reconsideration of this decision. If a faculty member requests reconsideration, the Laney Graduate School Executive Council will review the case and make a recommendation to the Dean of the Laney Graduate School. The Dean of the Laney Graduate School will make a final decision.

Effective March 14, 2022