**Graduate Faculty Status**

**Exemption for Department Heads and Associate Deans**

*Purpose*

Procedure to appoint department heads and associate deans as members of the Graduate Faculty.

*Qualification*

I.             Newly hired or newly appointed department heads or associate deans who meet the following qualifications/guidelines will be granted full graduate faculty status upon the recommendation of their supervisor:

1. Heads an academic department or serves as an associate dean in a department or college that has a graduate program/s; and
2. Taught a graduate class within the last 3 years or has commensurate experience in graduate program/s

II.            Interim department heads or interim associate deans asked to lead a department/college that includes one or more graduate programs will be granted temporary graduate faculty status if they do not currently have full graduate faculty status.

*Procedure*

III.          The department head or associate dean’s direct supervisor should submit a memo requesting this exemption along with a vita to the Graduate School.

IV.          The Graduate Faculty Membership sub-Committee will review the appointment request and recommend a department head or associate dean for the appropriate level of graduate faculty status based on the qualifications/guidelines in Article I above.

V.           The Associate Provost for Graduate Studies and Research is authorized to renew the status for qualified, incumbent department heads or associate deans when their status expires.

*Post-Appointment*

VI.          Department heads or associate deans who step down from the role will maintain full graduate faculty status for an additional two years. After that two-year extension, the former department head or associate dean will need to reapply for either full or temporary graduate faculty status.

*Exclusions*

VII.        Graduate program coordinators, graduate program chairs, graduate program directors, and assistant/associate department heads are not included in this exemption.

*Approval*

Approved by the Graduate Executive Committee: February 16, 2023.