



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Senior Vice President
Academic and Student Affairs

October 30, 2009

MEMORANDUM

TO: University of Guam faculty and administrators

FROM: Senior Vice President

RE: **Graduate Faculty Status**

Following many meetings with graduate faculty and programs, consultation with the Faculty Senate, and in response to the Faculty Senate Resolution on Graduate Faculty Status, I am pleased to present to you the final approved procedures for obtaining graduate faculty status at the University of Guam.

As you can see, this form provides broad guidance at the University level on maintaining quality standards in our programs by requiring currency in the appropriate field through scholarly activity and advanced degrees when teaching and advising our graduate students. Within this framework, individual programs may add further requirements depending upon the needs and focus of the program. In order to add requirements, the program must approve the additional requirements and forward them to the Dean of the college/school in which the program resides for approval. Following approval, the Dean will announce the added requirements, file a copy of the standards with the Assistant Vice President and Senior Vice President, and add the information to the University form attached.

Thank you to the graduate faculty who contributed to this review, the program chairs who helped draft the procedures, and the Faculty Senate who began the discussion and followed it with interest. These procedures were distributed twice to the Faculty Senate (September and October meetings) and no comments were received.

All current graduate faculty and members will be reviewed by their programs during this academic year. Please proceed to do so by following the procedures and using the form attached. If there are questions about either the procedures or standards, please contact Dr. Elise Ralph, Assistant Vice President GSSPR, or her office at 735 2173.

Copy: Faculty Senate



Graduate Studies Procedures for Graduate Faculty Status

Definition of Graduate Faculty: The University of Guam Graduate Faculty is comprised of the faculty and associate members of the graduate programs. Programs may have additional requirements for membership.

Criteria for Full Membership of the Graduate Faculty: Full members of the Graduate Faculty must be full-time tenure track faculty or administrators of the UOG. They must possess a terminal degree in an area of expertise relevant to the graduate program with which they are associated. In the two years preceding the application, they must:

- a. have demonstrated effectiveness in instruction at the graduate level;
- b. have evidence of scholarship in the form of external-peer-reviewed work, whether it be scholarship of discovery, integration, application and/or teaching; and
- c. have evidence of service to the graduate program, e.g. participation in faculty meetings, service on thesis committees, and/or service as the Graduate Coordinator for their program.

This status will allow the faculty member to advise students, teach graduate classes and to serve on student review committees and as a participant in meetings of the graduate program in which they are a member.

Criteria for Associate Membership of the Graduate Faculty: A person may be appointed as an Associate member of the Graduate Faculty if they have external peer-reviewed scholarship of discovery, integration, application and/or teaching or an active professional practice that is relevant to the program. This status will allow the Associate member to teach graduate classes and to serve on student review committees and as a participant in meetings of the graduate program in which they are a member. However, Associate members who are not also faculty at the University of Guam may not speak or vote on program matters. An Associate member of the Graduate Faculty is expected to have a terminal degree or other professional qualifications as recommended by the program and dean. Exceptions (teaching) may be made by the Assistant Vice President for Graduate Studies, Sponsored Programs and Research on a case-by-case basis when there are no members of the Graduate Faculty who are qualified and available to teach a particular course.

Review Process: An individual's membership in the Graduate Faculty will be reviewed every two years. In order to be considered for membership of the Graduate Faculty, a faculty member must have the recommendation of the dean of the college (or the director of the unit) to which the faculty member reports. A person who is not a member of the university faculty must have the recommendation of the dean of the college in which the program resides in order to become an Associate Member of the Graduate Faculty. The attached form will serve as documentation. The faculty of individual programs may develop additional criteria for membership in their programs and those criteria should be documented and approved by the dean and then listed as an addendum on the university form attached.