

## **Graduate Faculty Status**

The Graduate Studies Committee recommends the following policy regarding granting of Graduate Faculty Status at Western Oregon University to define and regularize this process:

Graduate Faculty status will be automatic for tenure-track faculty at the time of their hiring. Division chairs shall send notice of the hiring of these faculty members to the Graduate Program Office each fall.

For other cases, Divisions, through Division Chairs, shall assign non-tenure track faculty members to teach graduate level courses who meet the requirements for Graduate Faculty status. Graduate Faculty members shall have a master's degree or terminal degree. To chair a graduate student committee, Graduate Faculty members must hold a terminal degree or have served as a Graduate Faculty member on three previous graduate student committees. Graduate student committees ideally have no fewer than three supervisory members, at least two of whom are WOU Graduate Faculty; an external committee member (see below) may serve as the third member. In special circumstances, a graduate student committee may have a minimum of two supervisory members, both of whom are WOU faculty, and one of whom is a graduate faculty member.

External committee members who possess subject matter expertise may serve as an external committee member. External committee members will hold a master's degree or terminal degree. External committee members shall not serve as committee chairs.

Division chairs shall include information and updates on Graduate Faculty members to the Graduate Office as part of their annual spring review.

Approved by Graduate Studies Committee, October 18, 2013