

2. Department Heads whose department offers graduate courses but not graduate programs, and who are not otherwise Graduate Faculty members.

ii. Eligible faculty to hold Graduate Faculty status are those who:

1. Hold a tenure-track, tenured, research, clinical or librarian appointment;
2. Hold the designation of Assistant Professor, Assistant Research Professor, or above;
3. Hold a terminal degree or professional doctorate; and
4. Maintain

vii. Privileges of Associate Graduate Faculty include:

1. Service as a Committee member or Co-Chair; and
2. Service as a Graduate Faculty Representative.

viii. Qualifications for teaching graduate level courses (500-800 level) will be determined by the standards of the accrediting body.

b. Graduate Student Advisory Committee

- i. All graduate students in thesis master's (option A) degrees and doctoral degrees must form a Committee for advisement of their thesis or dissertation activities.
- ii. Committees supervising master's degree students must be composed of at least three (3) members. These include:
 1. Committee Chair;
 2. Additional member(s) with expertise relevant to the student's project; and
 3. Graduate Student Advisory Committee member.

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vi. Duties:

1. The Committee Chair assists the student in developing a suitable Plan of Study, provides continuing guidance and counsel, assists in choosing and recruiting members for the Graduate Student Advisory Committee, evaluates student academic and thesis/ dissertation progress, serves as a contact for the Graduate Student Advisory Committee, chairs Graduate Student Advisory Committee meetings, votes on official business before the committee, and ensures the completion of the degree requirements.

4. Procedures

- a. Full Graduate Faculty status is granted to all tenured or tenure-track faculty positions of Assistant Professor or above.
- b. Associate Graduate Faculty status is requested by the department then forwarded to the Director of the Graduate School or designee and Graduate Council for approval.
- c. The Department Head is responsible for notifying the Graduate School, should circumstances of any Graduate Faculty in the relevant department experience a change of status within the University and require a re-evaluation of appropriate service or change of Graduate Faculty status.
- d. Removal of Graduate Faculty status requires adherence to the procedures described in SDBOR Policies 4.4.8 and 4.3.1 The removal must also receive the recommendations of the appropriate Department Head and College Dean, and the approval of the Director of the Graduate School or designee.
- e. Approval of Plan of Study

- i. The Plan of Study for thesis (option A)

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approved by the student and forwarded as a recommendation for approval to the Director of the Graduate School or designee.

- vi. A Committee member, Committee Chair, student, or Department Head may request adjustments to the Committee. Such requests should be forwarded to the Director of the Graduate School or designee for approval. Alternatively, the Director of the Graduate School or designee may adjust Committee membership as necessary.
- vii. The Department Head shall inform the Graduate School if and when a member of the Graduate Faculty can no longer discharge their duties consistent with the policies of the University.

5. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of policy and modifications to this policy.

SOURCE: Approved by President on 01/31/2018. Revised; Approved by President on 04/21/2021. Revised 01/26/2024 (clerical).