

College of Public Health Graduate Program Faculty Guidelines

In addition to being a land-grant and sea-grant university, the University of Georgia has been identified as a “doctoral university: highest research activity” in the Carnegie Classification of Institutions of Higher Education. This indicates that the University of Georgia is regarded as one of the 115 institutions in the United States that serves (i) the broad social purpose of producing new knowledge and (ii), through its training functions, developing future generations of scholars who will continue this mission.

The Graduate Faculty helps the College of Public Health to fulfill both of these important roles, ensuring that research and professional skills are taught and that graduate students are supervised by those with preeminent research experiences, expertise or professional skills. Because only a certain portion of the total faculty have such expertise, having the Graduate Faculty ensures that the direct supervision of student research, scholarship, and professional training (including theses and dissertations and the advanced training of practitioners) is performed by the faculty who are uniquely qualified to do so. All faculty of academic rank who meet the qualifications for membership are eligible.

I Definition of Graduate Faculty

The purpose of the Graduate Faculty is to provide advanced research and practical training and to supervise the research and professional skills development of graduate students. The Graduate Faculty shall consist of faculty with an earned doctorate or highest terminal degree from an accredited institution or who have equivalent professional experience in their discipline and who are full-time, regular, tenure-track faculty, clinical, research and adjunct faculty or retired UGA Graduate Faculty.

II Qualifications for Membership

Members of the Graduate Faculty are entrusted with upholding the research and advanced practical training mission of the university. Principal intellectual criteria for faculty seeking membership in the Graduate Faculty:

1. **Doctorate or highest earned terminal degree from an accredited institution in the faculty member’s discipline or equivalent professional experience.**
2. **Proficiency in conducting scholarly research and/or practice of the profession.** Through their own current research productivity and practices, members of the Graduate Faculty have established themselves as leaders in their disciplines. Evidence of demonstrated proficiency includes, but is not limited to:
 - A. An active research agenda as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, patents, and scholarly activities appropriate to the various disciplines.

- B. Active practice of the profession, as indicated by relevant work experience, consultations, contracts, awards, prizes, licensures, and other certifications.
 - C. Recognition of research and scholarly contributions by awards, prizes, and fellowships.
 - D. Editorial work, such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.
3. **Proficiency in supervising scholarly research or practice of the profession.** Members of the Graduate Faculty bear primary responsibility for teaching and training future generations of researchers, scholars, and practitioners. Evidence of demonstrated proficiency in supervision includes one or more of the following:
- A. Supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertation.
 - B. Prior supervision of practitioners in academic or non-academic settings.
 - C. Demonstrated potential to direct masters or doctoral candidates successfully.

The college also must ensure that those directing research and teaching advanced courses are able to provide the type of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the mentoring, practical, professional, and research training appropriate for a university of our stature.

III Responsibilities and Rights of the Graduate Faculty

Only members of the Graduate Faculty can:

- serve as a major professor to doctoral students.
- serve as a major professor to Master of Science, MPH and MHA students.
- teach 8000-9000 level courses.

Advisory committees for Master of Science and doctoral students are composed of at least three faculty members. Each committee must have a minimum of 2 members who are members of the Graduate Faculty. In all cases where the advisory committee consists of more than 3 faculty, greater than 50% of the committee members must be members of the Graduate Faculty.

In addition, members of the Graduate Faculty have the right to:

- serve as members of the Graduate Council.
- vote for faculty as representatives to serve on the Graduate Council.

- vote on appointment and reappointment of faculty members to the Graduate Faculty in their academic unit.

Members of the Graduate Faculty, through the representative Graduate Council, make key decisions pertaining to the quality of graduate education at the university. Primary responsibilities of Graduate Faculty members include:

- Overseeing research/scholarship and training of masters and doctoral candidates. Graduate Faculty members who oversee research/scholarship and training of masters and doctoral candidates must demonstrate evidence of maintaining an active research/scholarship program. Such evidence includes but is not limited to (a) publication of scholarly books, articles in refereed journals, (b) refereed conference presentations, (c) grants and contracts received, (d) editorial work, (e) juried creative activities, and (f) recognition of research and creative contributions by awards, prizes, and fellowships.
- Preparing masters and doctoral candidates for the practice of their profession. Graduate Faculty members charged with the responsibility of preparing Masters and Doctoral candidates for the practice of their profession must demonstrate evidence of their ability to supervise applied training of students, interns, and/or residents. Such evidence includes, but is not limited to (a) maintaining active practice of the profession through clinical, field, laboratory, or performance work, (b) maintaining active licensure certification, or appropriate professional association credentials and (c) active consultations.
- Teaching advanced graduate courses as assigned by the unit head.
- Otherwise participating in the graduate program of the unit and the university.

IV Procedures for Appointment and Reappointment of the Graduate Faculty

The Graduate Faculty within the college are entrusted with the responsibility of recommending their faculty colleagues for Graduate Faculty membership in accordance with the responsibilities and qualifications set forth in this document (Sections II and III). Following the recommendation of the academic unit head, newly hired faculty may be recommended for Graduate Faculty appointment. This recommendation should appear in the letter of offer. Appointment to the Graduate Faculty becomes effective only following approval by the President of the university and cannot begin until after the first day of employment. Faculty not recommended for appointment at the time of hire may be recommended by their unit Graduate Faculty at a later time. All faculty are voted on by the promotion and tenure units (departments) in which they reside. Institute faculty without a tenure appointment will be assigned a PTU for the vote. The academic unit recommendation is forwarded to the Dean for final approval. Per university policy, the Dean of the College is considered an ex-officio member of the Graduate Faculty that does not require approval. In all cases, it is the responsibility of

the College to notify the Graduate School of recommendations to the Graduate Program Faculty. The Graduate School will maintain a list of current Graduate Program Faculty.

The review and evaluation of materials for reappointment will be made by current members of the Graduate Faculty in each academic unit during the third-year, tenure, and/or post-tenure review process. Non-tenure track faculty, emeritus and retired faculty previously on the Graduate Faculty will be reviewed every 5 years. All appointments and reappointments are forwarded to the Dean for final approval. Faculty applying for Graduate Faculty status must provide a curriculum vita for the review.

Faculty have the right to appeal their unit's recommendation. The appeal will be considered by the College Promotion & Tenure Committee. This committee will make their recommendation to the Dean for final approval.

V Revocation of Graduate Faculty Status

A member of the Graduate Faculty of the College of Public Health may have their Graduate Faculty status removed if they fail to meet any or all of the expectations outlined above, as assessed during the periodic review process. It is also possible for a member of the Graduate Faculty to have their Graduate Faculty status revoked by the Dean of the College, the Provost, or the President outside the periodic review process. Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of work place violence policies. Graduate Faculty Status will be revoked if a faculty member is convicted of violation of academic research integrity.

Approved by faculty September 14, 2018