

**Faculty Senate Announcement  
January 26, 2010**

Dear Faculty,

In response to my email yesterday morning, Jan. 26, 2010, at least one department raised concerns about the eligibility of persons external to the university to serve on thesis and dissertation committees. After discussing this issue in yesterday's meeting of the Graduate School Administrative Board (GSAB), it was decided that **additional ad-hoc external committee members may be added as desired without securing adjunct graduate faculty status, as long as at least 4 members of the committee, including the thesis or dissertation advisor, hold appropriate graduate status per Appendix F of the Faculty Manual.**

In the past, I went through the process of securing adjunct graduate faculty positions for external members on my student's committees in chemistry, so assumed this practice was being followed elsewhere. I encourage the practice of having outside experts serve on thesis and dissertation committees and do not intend to create road blocks. The benefits to the university, students, faculty and external members are significant and myself have benefited from this practice, having served as an external member on 4 PhD committees in Sweden, the Netherlands and Spain and having used external members on thesis committees of my own students in chemistry.

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Dear Faculty,

I am writing to remind all graduate faculty of their responsibility to renew their graduate faculty status every five years in compliance with Appendix F of the *Faculty Manual*: <https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixf/f1.htm>. My purpose is to collect sufficient documentation in the Graduate School to demonstrate to external agencies that our faculty with graduate appointments meet approved unit criteria. The Graduate School's records that I inherited are incomplete, especially prior to 2006, so I ask for your cooperation and patience during this transition period while we work to build an accurate and complete database.

1. All faculty teaching graduate courses must be members of the Graduate Teaching Faculty. All faculty directing or serving on thesis or dissertation committees must be members of the Graduate Faculty at the "associate level" or "full" level except for the fourth member of the committee who may be a Graduate Teaching Faculty member. Persons external to the University serving on committees must have adjunct appointments at the "associate" or "full" level. Administrators (Unit heads and above) have their graduate faculty status grandfathered in for five years after their administrative appointment ends.
2. If you do not have the appropriate status, please take steps to remedy this situation immediately. A brief description of the procedure for renewing your appointment is given below. For detailed instructions, please contact your unit Graduate Program Director and refer to your unit's approved criteria.
3. If you are unsure of your current status, please contact your unit Graduate Program Director or the associate dean in your college. Lists of faculty and their current status were distributed to each associate dean for distribution to respective units.

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**Graduate Teaching Faculty Appointments**

All tenure-track faculty who hold the appropriate terminal degree in the appropriate discipline are deemed to be members of the graduate teaching faculty (see Appendix F excerpt, below). Code units are responsible for notifying the dean of the college or professional school, as appropriate, and the Dean of the Graduate School of these individuals and requesting an appointment to the graduate teaching faculty. A memorandum from the unit's chairperson and dean with an attached CV sent to the Dean of the Graduate School will be sufficient notification.

**From Appendix F:**

All tenure-track faculty who hold the appropriate terminal degree for the discipline in which they hold their appointments are deemed to be members of the graduate teaching faculty upon their initial appointments. Code units are responsible for notifying the dean of the college or professional school, as appropriate, and the dean of the Graduate School of these individuals and requesting an appointment to the graduate teaching faculty. As part of their first evaluation for contract renewal of a probationary appointment, if the code unit wishes the person to become a member or associate member of the graduate faculty, it would use the information gathered in the process of contract renewal to provide the nominations as outlined above. If the code unit wishes the person to remain a member of the graduate teaching faculty, it renews the appointment by notifying the dean of the college or professional school, as appropriate, the dean of the Graduate School, and the individual involved. If the code unit wishes to remove the person from responsibilities for graduate teaching, it notifies the person, the dean of the college or professional school if appropriate, and the dean of the Graduate School.

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**Associate and full Graduate Faculty Appointments**

Associate and full graduate faculty are appointed in accordance with the procedures set forth in Appendix F of the *Faculty Manual*. If your unit has a check sheet, please fill it out and submit it to your Graduate Program Director along with a copy of your current CV noting the requested level of appointment. Please note in the margin of your check sheet or highlight in your CV the activities to be counted. These must have taken place during the preceding five years. If your unit has qualitative criteria, please provide an enumerated list of activities to be considered in lieu of a check sheet.

The unit Graduate Director will convene a meeting of the unit Graduate Faculty and vote on the nominations. The recommendation of the unit graduate faculty will be forwarded to the dean of the Graduate School for review via the unit administrator and unit's college dean. Faculty who were appointed within the past five years are grandfathered into the system until their approved five-year term expires.

**From Appendix F:**

Appointment to the graduate faculty occurs as the result of the following procedure. Upon recommendation of the graduate faculty of the code unit (the procedure for which has been outlined as described under Implementation, below), the appropriate unit administrator forwards a nomination to the dean of the college or professional school, as appropriate, and then to the dean of the Graduate School. Each nomination should state the type of appointment and contain evidence that the nominee has satisfied the criteria for the type of membership sought in a manner consistent with the code unit's interpretation of those criteria. The dean of the Graduate School will review the recommendation of the academic unit to determine that it is consistent with the unit's criteria and appointment procedures. If the dean concurs, he or she will notify the Graduate School Administrative Board, the academic unit and the faculty member of his or her appointment. If the dean does not approve the unit's recommendation the application will automatically be referred to the Graduate School Administrative Board. A two-thirds majority of the Graduate School Administrative Board will be required to overturn the administrative decision.

For individuals with permanent tenure, appointment to the graduate faculty is for five years. At the end of the term, the appointment shall be reviewed within the unit in the manner outlined for initial appointments, except that the focus will be on the activity during the five years immediately preceding the evaluation. If it is the opinion of the code unit graduate faculty that the appointment should be

renewed, the appropriate unit administrator will add his/her opinion and submit the appropriate renewal application to the dean of the College or professional school, as appropriate, and then to the dean of the Graduate School who will review the application. To be reappointed, it is not necessary for an individual to have participated in all phases of graduate education. Individuals appointed to major administrative assignments (department chairs or above) who are members or associate members of the graduate faculty at the time of their appointment are exempt from the renomination process until five years after the expiration of the administrative appointment. Individuals with other administrative appointments may be considered for a waiver by the Administrative Board of the Graduate School upon nomination by their code units.

It is recognized that the process for awarding permanent tenure involves the evaluation of the individual's research, teaching, and service to the university over a substantial period of time as well as relevant experiences at other universities. Therefore, recipients of permanent tenure subsequent to the implementation of these policies by the graduate faculty are eligible for appointment as a member of the graduate faculty if that person is not already a member. To effect this appointment, it is the responsibility of the code unit to notify the dean of the college or professional school, as appropriate, and then the dean of the Graduate School of any person in this category to request an appointment to the graduate faculty. It is emphasized that there is no permanent tenure for graduate faculty appointments and persons appointed in this manner are subject to the same term limits and appointment renewal policies as other members of the graduate faculty. This process is used only by entities directly responsible for graduate degree programs.

For faculty on probationary appointments, the term on the graduate faculty is coterminous with the length of that appointment or four years, whichever is longer. Tenure track faculty will be renominated for the graduate faculty as part of the contract renewal process immediately prior to the expiration of the term on the graduate faculty. The appropriate dean or chair will provide information on the faculty member's accomplishments during the period to the appropriate graduate faculty in the unit and the nomination process will proceed as outlined above.