GRADUATE FACULTY MEMBERSHIP

Nomenclature

Within the context of Graduate Faculty membership, and for purposes of clarity and consistency, the term "Tenure-Line" refers to faculty who are tenured or on the tenure-track. For other types of appointments, the terms referred to throughout these policies are defined below, consistent with Policy HR06, TYPES OF APPOINTMENTS:

Affiliate = Individuals whose primary responsibilities are non-academic, e.g., staff or non-academic administrator appointments.

Adjunct = Appointments without remuneration.

Fixed-Term I (FT-I) = Appointments that are full-time for at least six months, but with an ending date specified.

Fixed-Term Multi-Year (FTM) = Appointments that are full-time for a minimum of 36 weeks, but which have an ending date specified, and may exceed one year in duration, up to a maximum of five years for a single appointment. These appointments are renewable.

Fixed-Term II (FT-II) = Appointments that are less than full-time, or full-time for less than six calendar months.

Standing = Appointments that are full-time, but with no ending date specified.

Independent Contractor = An individual hired by Penn State to perform a non-routine activity. Per Policies HR80 and RA12, the individual may not be a current Employee of Penn State. Typically, an Independent Contractor faces the risk of loss as well as profit when providing such services, as opposed to an Employee who does not.

Other Terms Relevant to Graduate Education and Graduate Faculty Responsibilities as Used in this Policy

Head of a graduate program – Member of the Graduate Faculty with ultimate responsibility and academic authority for a graduate degree program. For departmental graduate programs, this may be the Department Head; for Intercollege Graduate Degree Programs it is a faculty Chair. In all cases, the Head must be a tenure-line member of the Graduate Faculty.

Director of Graduate Studies (DGS) or Professor-in-Charge (PIC) – Member of the Graduate Faculty who may be delegated responsibility for oversight and operation of a graduate degree program by the Head of the program. For graduate research degree (Ph.D., M.S. and M.A.) programs, must be a Category R member of the Graduate
Faculty. For graduate professional degree programs, may be a Category R or Category P member of the Graduate Faculty. Responsibilities include signatory for all official paperwork submitted on behalf of the program to the Graduate School.

**Program Coordinator** – Staff-level appointment reporting to the Head of a graduate program, or to the DGS/PIC, who generally assists with managing graduate program operations. The Program Coordinator may not be involved in academic program functions, including admission decisions, academic advising, program approvals, etc.

**The Context for Graduate Faculty**

As a world-class, research-intensive public institution, the scope of graduate education at Penn State encompasses a broad spectrum of advanced degrees under the Graduate School. These include the highest degree that defines research universities, the research doctorate (Ph.D.) and related research master’s degrees (the M.A. and M.S.), which emphasize training in research methodologies and a focus on scholarly inquiry for the creation of new knowledge. Additionally, Penn State offers an expanding portfolio of professional doctorates (e.g., the D.Ed., D.M.A., and D.N.P.) and professional master’s degrees (M.F.A., M.B.A., M.Eng., M.Ed., M.P.S., M.P.H., M.Arch., M.L.A., etc.). Participation in graduate education at the University is reserved for individuals appointed to the Graduate Faculty whose qualifications, experience, and institutional appointments enable them to make significant contributions to the training of graduate students in research and/or professional graduate degree programs in a comprehensive and sustained manner.

*Membership in the Graduate Faculty is not intended for the limited purpose of teaching a graduate course(s), or for serving on a singular or occasional doctoral committee. Nor is it intended as a means to recognize an individual who holds a graduate degree and may be employed at the University otherwise. Membership is intended for individuals who will participate broadly in the training of graduate students (e.g., supervising research master’s or doctoral research or the culminating experience in a professional master’s program; serving on program committees; chairing doctoral committees; etc.) on an ongoing basis, and in the case of Ph.D., M.S. and M.A. degree programs, who have an active program of research or scholarship appropriate to the field. The Graduate School recognizes that many individuals who are not eligible for membership in the Graduate Faculty nonetheless have the potential to bring significant knowledge and experience to our graduate students. Appropriately-qualified individuals who are not members of the Penn State Graduate Faculty may teach graduate-level courses, including under certain conditions for multiple year periods, with the permission of the Dean of the Graduate School (see form - [Recommendation for Approval to teach 500- or 800-level Courses](#) by non-members of the Graduate Faculty), or serve as a [Special Member of a doctoral committee](#), and graduate programs may utilize these means to provide opportunities for such individuals to become engaged in graduate education.*
In general, individuals who hold **Adjunct, Affiliate, Visiting, and Part-Time appointments**, and who have an interest and qualifications to make a contribution in teaching a graduate course or serving on a committee should be accommodated through the above means, rather than nomination for membership in the Graduate Faculty.

With limited exceptions (e.g., highly recognized scholars who reside outside the U.S. and who can make a unique contribution by participating in a graduate program), **independent contractors** are not eligible for membership in the Graduate Faculty.

**Graduate students are NOT eligible for nomination to the Graduate Faculty (any category) and are not allowed to serve as the Instructor of Record (i.e., be responsible for) graduate (i.e., 500, 600- and 800-level) courses.** Graduate students may serve in a limited supportive role for graduate courses, within specified guidelines and under the supervision of members of the Graduate Faculty who are responsible for all graduate courses (see [link to POLICY FOR STUDENT INSTRUCTIONAL ASSISTANTS IN GRADUATE (500- AND 800-LEVEL) COURSES]).

**Categories of Membership in the Graduate Faculty (Primary Purpose, Expected Duties, Other Privileges, Minimum Qualifications, and Process for Appointment)**

**CATEGORY R MEMBERSHIP**

**Primary Purpose**

Training graduate students in research doctorate (Ph.D.) and research masters’ (M.S. and M.A.) degree programs offered by the Graduate School. Category R membership is restricted to those full-time faculty members who are assigned significant responsibilities in graduate education and research. It is the responsibility of the deans of the academic colleges to notify the Graduate School of faculty members who meet these criteria for membership.

For recommendation of Tenure-Line faculty who hold a research doctorate; Tenure-line faculty who hold a professional doctorate and have a record of scholarly achievement and an active program of research/scholarship appropriate to the graduate program field; and Full-time, FT and Standing faculty who hold a research doctorate or professional doctorate and have a record of scholarly achievement and an active program of research/scholarship appropriate to the graduate program field.
**Expected Duties**

Academic advising of graduate students; teaching graduate (500-, 600- and 800-level) courses; supervising research master’s (M.A. and M.S.) research; supervising research doctorate (Ph.D.) dissertation research; serving on research doctorate/masters committees; chairing research doctorate/masters committees. Perform other academic duties as may be authorized by the dean of the Graduate School.

**Other Privileges**

Serve as the Head of a graduate program (Tenure-Line only), or as DGS or PIC. May serve on Graduate Council and its committees and subcommittees, and vote on matters submitted to the Graduate Faculty for vote. May advise and supervise the culminating experience of students in a professional doctorate or professional master’s degree program.

**Minimum Qualifications**

1) A Tenure-Line appointment and a research doctorate (Ph.D.); or 2) a Tenure-line appointment and a professional doctorate (e.g., M.D.), record of scholarly achievement, and an active program of research/scholarly activity, appropriate to the field; or 3) a Full-time FT (FT-I, FTM) or Standing appointment, a research doctorate (Ph.D.) or a professional doctorate (e.g., M.D.), a record of scholarly achievement and an active program of research/scholarly activity, appropriate to the field.

**Process for Appointment to Category R Membership in the Graduate Faculty**

**Tenure-line in Academic Units That Offer a Research Doctorate (Ph.D.) and/or Research Masters (M.S., M.A.):**

Faculty members with Tenure-Line appointments in academic units that offer the research doctorate and/or research masters may be granted Category R membership in the Graduate Faculty upon recommendation of the Head of the academic unit that offers the program to which the nominee will contribute; support of the dean/chancellor for the college/school in which the program to which the nominee will contribute resides; and approval and appointment by Dean of the Graduate School.

**Tenure-line in Academic Units That Do Not Offer a Research Doctorate (Ph.D.) or Research Masters (M.S., M.A.):**

Faculty members with Tenure-Line appointments in academic units that do not offer the research doctorate and/or research masters may be granted Category R membership in the Graduate Faculty upon recommendation of the Head of the graduate program to which the nominee will contribute; support of the nominee’s unit leader; support of the
dean/chancellor for the college/school in which the program to which the nominee will contribute resides; and approval and appointment by Dean of the Graduate School.

**Full-Time FT and Standing:**

Faculty members with Full-time FT and Standing appointments may be granted Category R membership in the Graduate Faculty upon recommendation of the Head of a research doctorate (Ph.D.) and/or research masters (M.S., M.A.) program to which the nominee will contribute; support of the nominee’s unit leader (if different than the Head of the graduate program); approval by the Graduate Faculty Nomination Evaluation Committee for the college/school in which the program to which the nominee will contribute resides; support of the dean/ chancellor for the college/ school in which the program to which the nominee will contribute resides; and approval and appointment by the Dean of the Graduate School.

• **Forms for Category R Membership** - [Recommendation for Membership in the Graduate Faculty](#) (for Tenure-Line, Full-Time Fixed-Term, and Standing Faculty) [hyperlink will be added when new form is operational]

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**CATEGORY P MEMBERSHIP**

**Primary Purpose**

Training graduate students in professional graduate degree programs under by the Graduate School. For nomination of Tenure-Line, Full-Time Fixed-Term (FT-I, FTM), and Standing faculty whose highest degree is at the master’s level, or who hold a doctorate and may not have a record of scholarly achievement and an active program of research/scholarship, but have professional experience appropriate to the graduate program field.

**Expected Duties**

Academic advising of professional graduate degree students; teaching 800- level graduate courses; supervising the culminating experience in a professional master’s or professional doctoral degree program; chairing/serving on professional doctoral committees. Tenure-Line Category P members of the Graduate Faculty may also teach 500-level courses and may serve as a Special Member of research-doctorate (Ph.D.) committees. Perform other academic duties as may be authorized by the dean of the Graduate School.
Other Privileges

Serve as the Head of a professional graduate degree program (Tenure-Line only), or as DGS or PIC (Tenure-Line, Full-Time Fixed-Term (FT-I, FTM), and Standing). Tenure-Line and Standing Category P members of the Graduate Faculty may also serve on Graduate Council and its committees and subcommittees, and vote on matters submitted to the Graduate Faculty for vote.

Minimum Qualifications

For Participation in a Professional Master's Degree Program (Category P-M):

A Tenure-Line, Full-Time Fixed-Term (FT-I, FTM) or Standing appointment; a master’s degree; and professional experience relevant to the professional master's degree program field.

For Participation in a Professional Doctoral Degree Program (Category P-D):

A Tenure-Line, Full-time Fixed-Term (FT-I, FTM) or Standing appointment; a doctorate; and professional experience appropriate to the professional graduate program field.

In rare and extraordinary cases, nominations for Category P membership may be considered for individuals who do not hold a graduate degree, but for whom clear evidence of a) exceptional experience and outstanding achievement at a national or international level; b) sustained excellence and recognized leadership in their professional field; and c) effective teaching ability are evident (e.g., “Bill Gates and Yo-Yo Ma”). Such individuals would be limited to teaching graduate professional (800-level) courses.

Process for Appointment to Category P Membership in the Graduate Faculty

For Tenure-line, Full-Time FT (FT-I, FTM) and Standing Faculty in Academic Units That Offer a Professional Graduate Degree:

Faculty members with Tenure-line, Full-Time Fixed-Term (FT-I, FTM), or Standing appointments in academic units that offer a professional graduate degree under the Graduate School may be granted Category P membership in the Graduate Faculty upon recommendation by the head of the academic unit offering the professional graduate degree program to which the nominee will contribute; support of the dean/chancellor for the college/school in which the program to which the nominee will contribute resides; and approval and appointment by the Dean of the Graduate School.
For Tenure-line, Full-Time FT and Standing Faculty in Academic Units That Do Not Offer a Professional Graduate Degree:

Faculty members with Tenure-line, Full-time FT and Standing appointments in academic units that do not offer a professional graduate degree may be granted Category P membership in the Graduate Faculty upon recommendation by the Head of a professional graduate degree program to which the nominee will contribute; support of the nominee’s unit leader; support of the dean/chancellor for the college/school in which the program to which the nominee will contribute resides; and approval and appointment by the Dean of the Graduate School.

• Forms for Category P Membership - Recommendation for Membership in the Graduate Faculty (PDF) (For nomination of Tenure-Line, Full-time Fixed-Term and Standing faculty [hyperlink will be added when new form is operational]