Graduate Faculty Status

Faculty are recommended by the GPD or Department Head for Graduate Faculty status.

Each department/program has specified criteria for Graduate Faculty appointment on file in the Graduate Dean’s office.

**Graduate Faculty Levels** depend on extent to which the above criteria are met and the nature of affiliation with UMass/Amherst (see chart on next page).

All requests for Graduate Faculty status or permission to teach a graduate level course must include a current curriculum vita.
<table>
<thead>
<tr>
<th>Level</th>
<th>Activity</th>
<th>Meets Criteria</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Faculty (Full) “G”</td>
<td>Chair, Member, or Teach</td>
<td>Yes</td>
<td>Long term UM/A appointment</td>
</tr>
<tr>
<td>Grad Faculty (Member) “M”</td>
<td>Member, or Teach</td>
<td>Yes</td>
<td>Short term UM/A appointment</td>
</tr>
<tr>
<td>Grad Faculty (Five College) “F”</td>
<td>Chair, Member, or Teach</td>
<td>Yes</td>
<td>5-College appointment</td>
</tr>
<tr>
<td>Grad Faculty (UM/Boston-“B”</td>
<td>Chair, Member, or Teach</td>
<td>Yes</td>
<td>5-Campus appointment</td>
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<tr>
<td>UM/Dartmouth-“D”</td>
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<td>UM/Lowell-“L”</td>
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<tr>
<td>UM/Worcester-“W”</td>
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<tr>
<td>The following are not Graduate Faculty members but may serve on a temporary basis if approved by the Dean of the Graduate School</td>
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<tr>
<td>Grad Faculty (One-Timer) “O”</td>
<td>Member of Committee</td>
<td>Yes</td>
<td>“One”-time, Off-campus</td>
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<tr>
<td>Grad Faculty (Consultant)-“C”</td>
<td>Non-Voting participant on Committee</td>
<td>Yes</td>
<td>“One”-time, Off-campus</td>
</tr>
<tr>
<td>Grad Faculty (Teach Only)-“T”</td>
<td>Teach</td>
<td>No</td>
<td>Temporary teaching permission/ Short term UM/A appointment</td>
</tr>
</tbody>
</table>
Multiple Graduate Faculty Memberships

- Many graduate faculty members qualify for membership on the graduate faculty for more than one program. We define the Primary membership as the department that pays the person’s salary. Such a grad faculty member may not serve as an “Outside Member” of a committee for a student in his primary program, but may serve as an “Outside Member” for a student in any other program. This individual may Chair committees from any of the programs in which she/he has graduate faculty status.

- Interdisciplinary programs (MC-BIO, OEB, PB, etc.) generally have large graduate faculties with members who have various different “Primary” memberships. The “Outside Member” for a student in such a program is permitted to be on the graduate faculty for that interdisciplinary program so long as she/he and the chair of the committee have different “Primary” programs.

Graduate Faculty Status for Retired Faculty

- The current policy on retirees is that they may continue on any thesis or dissertation committee to which they have already been appointed (even as chair), provided it is acceptable to (1) the student, (2) the retiree, and (3) the program GPD. The Graduate School will do nothing to change such a committee unless a revised committee is requested by the GPD. Retirement of one of the members is a legitimate reason for such a change, but a change is not required.

- When a faculty member retires, his/her graduate faculty status is changed to “inactive” (because the UMass affiliation has been terminated) which prevents appointment to a new thesis or dissertation committee. A retiree can be “reactivated” to serve, either on a one-time basis or for a longer period, as described below.

- If a retired faculty member is continuing at the university with a part-time teaching or research appointment, or if the department chooses to appoint that person to an adjunct faculty appointment, the “active” graduate faculty status of the individual can be extended through the period of that appointment so
that the statement mentioned above would not be necessary. Memos requesting an extension of the active status of a retiree should include a copy of the new or adjunct appointment form (as we need the new termination date).

- Retired graduate faculty members may be “reactivated” to be appointed to a new committee if they wish to so serve, and it is acceptable to the program. When the new committee recommendation is submitted to the Graduate Dean it should include an attached signed statement from the retiree indicating the willingness to serve on the committee and the intention to attend the final oral exam. Whether or not the retiree can serve as chair will still depend on that person's graduate faculty status (see chart) which does not automatically change as a result of retirement.
Dissertation/Thesis Committees

“Standard” committee appointments

**Doctoral** – (Dissertation Committee)
- 3 to 6 (not recommended) members
- one chair from major program
- second member from major program
- member from “outside” the major program who is a graduate faculty member from UMass or Five Colleges

**Masters** – (Thesis Committee)
- 1 or more members
- one chair from major program

**“Outside” Members**

- The required "Outside Member" (required only for doctoral committees, not masters committees) must be a member of the UMass Graduate Faculty from some program other than that of the student.
- The role of that member has been somewhat fuzzy over the years, but most statements of that role make it clear that it is important that this person be familiar with UMass procedures, and the operations of dissertation committees in some other part of the University.

- The position has been characterized as:
  - the Grad School representative on the committee --- in some universities the grad school appoints this person without any required consultation from the student or chair
  - the resource on the committee which the student can turn to if he/she is experiencing problems which are originating in the student's department --- an external point of view on such issues and a link to the Grad School regarding such issues
  - a procedure for maintaining some uniformity across the university in the way committees operate --- the assumption being that good practices will be spread by requiring out-of-department representation, and poor practices will be replaced by better ones.
We do allow grad faculty members from the other colleges of the 5-college system to serve as outside members so long as they have been nominated (and qualify) for Five-College Associated Grad Faculty status from some department other than the student's department.

Similar policy applies to 5-Campus Graduate Faculty members

**Exceptions to the standard committee require some justification**

- Some requested exceptions will not be granted no matter how hard you try.
- Some requested exceptions will result in the Graduate Dean making a counter recommendation.
- Most will be granted if we’re satisfied that you’ve considered possible adverse consequences.
- Co-chairs (justify when nominating)
- Requests for individuals outside the Graduate Faculty to serve on a committee in a voting or non-voting capacity require a C.V. and departmental/program recommendation