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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Policy on Graduate Faculty Status**

### **Policy Number 1-08**

Commonwealth University of Pennsylvania

Approved by University Senate, 9/11/2025

Issued by Interim President Jeffery Osgood, 12/05/2025

Responsible Office: Office of Graduate Education

Previous Policy: PRP 3870

### **1. Purpose**

The purpose of this policy is to define the categories of graduate faculty status and eligibility for each.

### **2. Scope**

The policy governs graduate faculty status and impacts all faculty, all Academic Deans' Offices, and the Office of Graduate Education.

### **3. Definitions, Roles and Responsibilities**

#### **3.1. Definitions**

3.1.2 University: shall mean Commonwealth University of Pennsylvania

3.1.3 Graduate faculty: are faculty deemed by their Department Chair and Dean to be qualified to teach and supervise at the graduate level based on their record of scholarship, teaching, and professional experiences.

#### **3.2 Roles and Responsibilities**

3.2.1 Procedures surrounding graduate faculty will be developed and updated by the Office of Graduate Education in collaboration with the Graduate Council and Academic Affairs leadership.

### **4. Policy**

4.1. Commonwealth University designates 3 types of graduate faculty status based on the faculty member's employment type and their record of effective teaching, active



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scholarship, and professional experience.

4.1.2 Graduate Faculty Status - Full. This status is reserved for Tenured Commonwealth University faculty from graduate programs. These faculty must have earned terminal degrees in their discipline or a related field and have demonstrated excellence in teaching, scholarship, and service by earning tenure at Commonwealth University.

Full Graduate Faculty members may teach graduate courses, chair and serve on graduate thesis committees, and serve as Graduate Program Coordinators. Full Graduate Faculty status is awarded to all tenured faculty members whose primary teaching duties are within a program that includes graduate offerings.

4.1.3 Graduate Faculty Status - Associate. This status is reserved for tenure-track Commonwealth University faculty from graduate programs who hold terminal degrees, or who are currently enrolled in a doctoral program. Associate Graduate faculty status is renewable yearly upon written recommendation of the Departmental Chair and College Dean with final approval by the Associate Provost and Dean of Graduate Education.

The recommendation for Associate Graduate Faculty status should be included in annual performance reviews and will originate from the relevant Department Chair and College Dean. In cases where the department chair's expertise are not closely aligned with the graduate program, it would be appropriate for the chair to consult the program graduate coordinator for assistance in formulating their recommendations for or against graduate faculty status.

Faculty with Associate Graduate Faculty status will have all the rights of Full Graduate Faculty.

4.1.4 Graduate Faculty Status - Temporary. This status is reserved for Commonwealth University faculty not already part of a graduate program, for temporary faculty at Commonwealth, or for individuals who are not members of the Commonwealth University Faculty. Temporary Graduate Faculty may be invited to teach graduate courses, assist in teaching graduate courses and to serve on thesis committees, but may not chair a thesis committee. Upon written recommendation of the Departmental Chair and College Dean, the Associate Provost grants the status but may limit the activities during the temporary appointment to specific courses or committee work. The appointment may not exceed two-years but is renewable. In cases where the department chair's expertise are not closely aligned with the graduate program, it



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would be appropriate for the chair to consult the program graduate coordinator for assistance in formulating their recommendations for or against graduate faculty status.

- 4.2. For all Graduate Faculty appointment recommendations (Full, Associate, and Temporary) a current curriculum vitae will be included with the written recommendation before final approval. The vitae should contain sufficient information to allow one to judge the candidate's scholarship and teaching experience.
- 4.3 A list of Graduate Faculty and their specific status will be maintained by the Office of Graduate Education.

## **5 Compliance and Enforcement**

- 5.1 Exceptions to this policy may be proposed to the Dean of Graduate Education.

## **6 Additional Information**

### **6.1 Supporting Documents**

- 6.1.1 Related Policies – Replaces Bloomsburg University PRP 3870 Graduate Faculty Appointment

### **6.2 Contacts for Additional Information and Reporting**

Office of the Graduate Education, Dean of Graduate Studies, Dr. Heather S. Feldhaus, hfeldhaus@commonwealthu.edu p: 570-389-4214