College of Family and Consumer Sciences
Policies and Procedures for Graduate Faculty Status

The Graduate Faculty helps the College of Family and Consumer Sciences at UGA to fulfill both of these important roles, ensuring that research skills are taught and graduate students are supervised by those with preeminent research experiences and expertise. Because only a certain portion of the total faculty have designated research appointments, having the Graduate Faculty ensures that the direct supervision of student research (including theses and dissertations and the advanced training of researchers) is performed by the faculty who are uniquely qualified to do so.

The benefits of Graduate Faculty include opportunity to:
• serve as a major professor to doctoral students.
• serve as a major professor to Master of Arts and Master of Science students.
• teach 8000-9000 level courses.
• serve as a member 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 the college.

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

The College of Family and Consumer Sciences will adhere to the Qualifications for Membership in the Graduate Faculty set forth by the Graduate School
http://www.grad.uga.edu/faculty/procedures.html.

This document sets forth the Procedures in the College for review and evaluation of appointment and reappointment for full-time tenured and tenure track faculty members to Graduate Faculty.

In FACS, appointment/reappointment to the Graduate Faculty will be decided at the department unit level, forwarded as a recommendation by the Department Head to the Dean. A quorum of the graduate faculty in the department should vote on appointment and reappointment decisions.

The times at which Graduate Faculty appointment/reappointment will occur are:
1. Appointment at the time of initial hiring.
2. Reappointment at the time of promotion or tenure review.
3. Reappointment every 5 years, coinciding with every post-tenure review (post-tenure review occurs at 5 year intervals).
4. Appointment of professional, career, or non-tenure track position or for a retired faculty member

1. Newly Hired Tenure-Track Appointment Process:

Initial appointment recommendations are sent to the Dean’s Office in time for inclusion in the letter of offer at the time of hire. The Dean will sign the “Transmittal Form for Newly Hired Tenured and Tenure-Track Faculty” and forward all supporting materials to the Graduate School.

2. Reappointment Process:

- When a faculty member is considered for promotion it will be helpful to take a vote for Graduate Faculty reappointment at this time. This will put the faculty member up for the next reappointment on every-other post tenure review cycle or until promoted again.
- A quorum of the graduate faculty in the department will review and vote on the reappointment.
- Appointments will be for ten years.
- The Transmittal form for appointment or reappointment of graduate faculty needs to be completed and sent to the Dean’s Office. For reappointment, only the form is required and no other materials need to be sent to the Dean.
- The Dean will sign and send the form to the Graduate School at the appropriate time. Reappointment deadlines for the Dean’s Office are April 15th in order to meet the Graduate School deadlines.

3. Reappointments:

- Reappointment will be for ten years, a faculty member’s evaluation for reappointment can be done every other post-tenure review cycle.
- A quorum of the graduate faculty in the department will review and vote on the reappointment.
- The Transmittal form for appointment or reappointment of graduate faculty needs to be completed and sent to the Dean’s Office. For reappointment, only the form is required and no other materials need to be sent to the Dean.
- The Dean will sign and send the form to the Graduate School at the appropriate time. Reappointment deadlines for the Dean’s Office are October 15th and April 15th in order to meet the Graduate School deadlines.

4. Appointment of professional, career, or non-tenure track position or for a retired faculty member

- Appointment to Graduate Faculty is possible for faculty members holding a professional, career, or non-tenure track position or for a retired faculty member.
- The name, position, length of appointment, documentation and the vote of the Graduate Faculty in the department to support each individual’s qualifications for membership in
the Graduate Faculty should be forwarded by the College Dean to the Dean of the Graduate School for consideration by the Appointment and Reappointment Committee of the Graduate Council.

- In addition, the documentation forwarded to the Graduate School for professional, career, non-tenure track, or retired faculty members must include a summary of the individual’s scholarly competence, intellectual leadership, and effective experience with graduate education and current vitae.
- The Dean will forward the Transmittal Form for Appointment and Reappointment of Professional, Career, Non-Tenure, and Retired Faculty with the documentation. Departments should meet the Oct. 15 or April 15 deadlines.

### Dates for Appointment and Reappointment

Recommendations for membership in the Graduate Faculty will be sent to the Dean of the Graduate School based on the following schedule found on the UGA Graduate School web site [http://www.grad.uga.edu/faculty/procedures.html](http://www.grad.uga.edu/faculty/procedures.html):

- September 1, January 15, and June 1 for appointment of newly hired full-time tenured or tenure track faculty.
- November 1 and April 30 for appointment of full-time tenure track faculty not previously appointed or whose membership in the Graduate Faculty has lapsed.
- November 1 and April 30 for appointment of professional and career track, or retired faculty.
- November 1 and April 30 for the reappointment of current members of the Graduate Faculty.

### Removal of an Individual from the Graduate Faculty

A member of the Graduate Faculty of the University of Georgia may have their graduate faculty status removed by the Dean, the Dean of the Graduate School, the Provost, or the President before the end of their current appointment or reappointment period. Request to remove Graduate Faculty Status may be initiated by the Dept. Head or Dean at any time. Procedures for removing an individual from the Graduate Faculty and appeal to the Dean of the Graduate School were approved by the Graduate Council on April 20, 2005. ([http://www.uga.edu/gradschool/faculty/status.html](http://www.uga.edu/gradschool/faculty/status.html))

*The College of Family and Consumer Sciences policies and procedures are based on the UGA Graduate Faculty Procedures and subject to change of those policies by the Graduate Council.*

May 1, 2012