

Graduate Faculty Status FAQ For Faculty Retiring or Changing Positions

When members of the graduate faculty retire, change positions within the university, or move to another agency or company, their graduate faculty status ends. The designation Graduate Faculty Member, per University Rules and Procedures ([12.99.99.C0.03](#)), is reserved for tenured/tenure track faculty members at TAMUCC. This limitation is stated in the appointment letter, which reads: “Should your faculty appointment at TAMUCC cease prior to this date, your status as Graduate Faculty will end.” The appointment letters are sent to the faculty member, the program coordinator/department chair, the academic dean’s office, and a primary administrative assistant/executive assistant.

Sometimes, the faculty member who is changing positions or retiring is serving on or chairing master’s or doctoral committees. Unless action is taken, the faculty member is no longer able to serve on the committee in any capacity because they no longer hold graduate faculty status. However, there are other graduate faculty designations these individuals can be awarded that will allow them to remain on committees if the faculty member and program take steps to change their graduate faculty designation. While these faculty members can no longer chair, they can, if granted the appropriate graduate faculty status, serve as co-chair. Below are the specific graduate faculty status designations and the privileges awarded to each.

<i>Associate Graduate Faculty</i>	Teach graduate-level courses Serve on or co-chair graduate committees
<i>Adjunct Graduate Faculty</i>	Teach graduate-level courses Serve on graduate committees
<i>Teaching Graduate Faculty</i>	Teach graduate-level courses (no committee work)
<i>Special Graduate Faculty</i>	Teach graduate-level courses Serve on graduate committee (does not count toward minimum number of graduate faculty)

To change graduate faculty status to allow continued teaching or service on or co-chairing of committees, the program/department should submit the graduate nomination form, completed, with a justification from the program coordinator/department chair and the individual's CV. As with other graduate faculty nominations, the material is reviewed by the Graduate Council and the CGS Dean makes the appointment. *Upon request, the CGS Dean may extend the graduate faculty status, with amended designation, for up to one year for individuals who hold graduate faculty status and who are serving on/chairing committees anticipated to conclude within a year. At the end of the year, the nomination process must be completed if graduate faculty status is to be maintained.*

Graduate Faculty Status Process, Bulleted

- The program/department receives information that a tenure/tenure track graduate faculty member is retiring, moving to another position in the university, or moving to another university or company.
- If the program/department needs the individual to continue to serve on thesis or dissertation committees or if the individual will continue to teach graduate classes in some capacity, the Graduate Faculty Nomination Form is completed. It includes indication of the status requested and the length of time requested.
- The program coordinator/department chair prepares a memo or letter providing justification for the request. In some cases, the individual prepares the memo or letter.
- The nomination form, justification memo, and a current copy of the individual's CV is routed for signature to the program coordinator/department chair and the academic dean's office (typically the AD).
- The signed and approved package is sent to CGS, where it will be posted for Graduate Council review. The Dean of CGS, taking into consideration the recommendations of the Graduate Council, will make the appointments. A notice of appointment letter will be sent to the individual, with copies to all relevant administrators.