Graduate and undergraduate programs at Brigham Young University share the aims of a BYU Education, to be spiritually strengthening, intellectually enlarging, character building, and to promote life-long learning and service. Graduate education goes beyond undergraduate preparation, however, especially in the area of intellectual enlargement. The aims state that graduate preparation includes “undertaking advanced systematic study – all at a depth that clearly exceeds the undergraduate level. In addition, graduate programs should prepare students to contribute to their disciplines through their own original insights, designs, applications, expressions, and discoveries.” (The Mission of Brigham Young University and The Aims of a BYU Education, p. 8.)

Graduate education requires a level of faculty mentoring that guides students to sufficient understanding of their disciplines to permit the generation of new knowledge. In addition, mentoring must be sensitive to students’ needs and illustrate the advancement of world knowledge through the blending of spiritual and intellectual endeavor. In order to assure the kind of mentoring required for excellent graduate programs, colleges designate a graduate faculty. The graduate faculty consists of those individuals who are responsible for designing and implementing graduate programs. (Graduate faculty members virtually always have responsibilities in undergraduate programs as well.)

This graduate faculty status policy applies to faculty in the McKay School of Education (MSE) with additions and clarifications highlighted in red throughout this document.

**Eligibility Criteria**

**Faculty with Graduate Faculty Status.** Graduate faculty members are authorized to sit on graduate committees as advisors (committee chairs) and as committee members and teach the majority of graduate courses. Graduate faculty members are appointed at the college level on departmental recommendation and approved by the Office of Graduate Studies. Colleges devise appointment criteria appropriate for the disciplines within their departments. For initial and continuing graduate faculty status (GFS), the McKay School of Education’s criteria include the following as a minimum:

- Terminal degree (highest degree awarded within a discipline)
- Commitment and availability to mentoring graduate students throughout their programs of study
  - Participation in department meetings and completion of assignments concerning the graduate degree programs
  - Evidence of currency in course content, as determined by the chair, including peer evaluation of teaching and/or external evaluation by content experts
History of successful graduate mentoring, as evidenced by students’ successful completion of high quality work in the culminating activity (e.g., project, thesis, dissertation)
Continual active mentoring of graduate students, as demonstrated through availability to students and willingness to provide high quality feedback in a timely manner.

- Sustained substantial, and consequential research effort or creative endeavor evidenced by regular publications or creative works in visible and influential peer reviewed or juried forums
  - Average scholarly productivity index of 1.0 per year over the last three years
  - Publication quality as judged by the faculty member’s department chair according to department and disciplinary standards related to rigor, influence, and prestige
- For a professional track faculty member hired after 2015 for an MSE position to be considered for GFS, the terms and conditions established in the individual’s hiring agreement must include specific responsibilities and expectations for advising graduate students.

**Faculty and Professionals without Graduate Faculty Status.** Those without GFS may serve as a member of a graduate student’s committee if the petition for exception is approved by the student’s committee chair and department chair, along with the MSE dean and the dean of graduate studies. To serve as a voting committee member, the individual must meet the following criteria:
- Terminal degree (highest degree awarded within a discipline)
- Recent research expertise and experience in content and/or methodology related to the student’s research, as evidenced by the same productivity and department scholarship criteria (rigor, influence, prestige) required for GFS

To serve on a graduate student’s committee as a non-voting member, the professional must meet the following criteria:
- A degree that is at least equivalent to the student’s program of study
- Recent content expertise and experience related to the student’s research topic, as evidenced by work history and/or a record of publications that may not meet the GFS criteria

College or department criteria for graduate faculty status may exceed these criteria and may specify varying levels of responsibility (e.g., acting as a committee chair vs. a member, chairing master’s vs. doctoral committees). If departments within the MSE set more specific and rigorous standards for graduate faculty status, their policies must be approved by the MSE and made available to faculty within their departments.

**Procedures**

**Graduate Faculty Status Criteria and Procedures.** Colleges submit criteria for designating graduate faculty status and a description of the procedures followed to identify graduate faculty to the Graduate Council. The Graduate Council and the Dean of Graduate Studies work with each college to determine that criteria are in harmony with those specified above. Thereafter, departments submit a list of graduate faculty to be included in the graduate
catalog each year. This list is submitted to the MSE associate dean for approval and forwarded to the Dean of Graduate Studies for final review and confirmation. Exceptions are approved by the Academic Vice President.

**Initial Graduate Faculty Status.** The department chair submits a memo to the MSE associate dean indicating interest in having the faculty member receive GFS. The memo must provide a statement outlining the faculty member’s commitment to research and to working in the roles of teaching, mentoring, and supervising graduate students. A current curriculum vita must be submitted with the memo.

Some special consideration may be needed for new faculty who have recently completed their doctoral studies and have not yet had time to establish themselves as proven research scholars. If the new faculty member has identified an area of study and has published at least one scholarly product in a peer-reviewed format, that individual will be considered to meet the required scholarly productivity rate for the current year. If the new faculty member has not published a scholarly product, but the department chair cites evidence that GFS should be granted (e.g., information evaluated during the hiring process), a recommendation should be forwarded to the MSE associate dean. The MSE associate dean will review the request and, if criteria are met, will submit the recommendation to the dean of graduate studies.

**Continuing Graduate Faculty Status.** Graduate faculty status will be reviewed annually as part of the faculty member’s stewardship interview. The department chair will review each faculty member’s scholarly productivity based on the departmental and disciplinary standards for rigor, influence, and prestige and submit a list of faculty recommended for GFS to the MSE associate dean for approval by February 1. The MSE associate dean will review this list and submit to the dean of the graduate school a list of faculty judged to meet the stated criteria.

If an advisor fails to submit two evaluations of student progress before the end of the academic year (31 August), the Graduate Faculty Status of that advisor will be changed from “may serve as principal advisor” to “may serve as committee member only.” This change in status will not affect students currently being advised, but the faculty member will not be permitted to serve as the advisor for future students. For the faculty member to be reinstated to the former category, the faculty member must petition Graduate Studies through the department chair and the MSE dean.

**Petition for Exception for Serving on Graduate Student Committees.** The department chair completes the “Petition for Exception” form (OGS 2) and submits a memo to the MSE associate dean indicating interest in allowing the individual to serve on a graduate student committee. The memo must provide a statement outlining the individual’s research and/or content expertise related to the student’s research topic or methodology. A current curriculum vita must be submitted with the memo.

**Appeal Process.** If a faculty member is not recommended for GFS by the department chair or the associate dean, s/he may submit a request for review by the MSE Rank and Status Committee. This committee will forward their recommendation to the MSE dean. If not satisfied with this recommendation, the faculty member may request that the dean of graduate studies review the case.