

Department of Marine Sciences
Graduate Program Faculty Guidelines
Approved by the Faculty August 23, 2018

A. Qualifications for Membership in the Graduate Program Faculty

There are three principal intellectual criteria for a faculty member seeking membership in the Department of Marine Sciences Graduate Program Faculty:

1. **Doctorate degree from an accredited institution in the faculty member's discipline or equivalent professional experience.**
2. **Proficiency in conducting scholarly research and/or practice of the profession.**
Through their own current research productivity and practices, members of the Graduate Program Faculty have established themselves as leaders in their disciplines. Evidence of demonstrated proficiency includes, but is not limited to:
 - 2.1 An active research program as indicated by publication in refereed journals, refereed conference presentations, books, and book chapters; by grants and contracts received; or by patents obtained.
 - 2.2 Active practice of the profession, as indicated by presentations at scientific meetings and academic institutions, and participation in scientific societies.
 - 2.3 Recognition of research and creative contributions by awards, prizes, and fellowships.
 - 2.4 Editorial work, such as serving on the editorial boards of scholarly journals, editing books, reviewing manuscripts for scholarly journals and presses.
3. **Proficiency in supervising scholarly research or practice of the profession.**
Members of the Graduate Program Faculty bear primary responsibility for teaching and training future generations of researchers, scholars, and practitioners. Evidence of demonstrated proficiency in supervision includes one or more of the following:
 - 3.1 Prior supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertation.
 - 3.2 Demonstrated potential to direct masters or doctoral candidates successfully.

In addition to the three intellectual criteria listed above, those directing research and teaching advanced courses must be able to provide the type of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the mentoring, practical, professional, and research training appropriate for a university of our stature.

B. Responsibilities and Rights of the Graduate Program Faculty

Only members of the Graduate Program Faculty can:

- Serve as a major professor to Doctoral students.
- Serve as a major professor to Master of Science students.
- Teach 8000-9000 level courses.

Advisory committees for Master of Science students are composed of at least three faculty members and for Doctor of Philosophy students are composed of at least five faculty. For Master of Science, the committee must have a minimum of two members who are members of the Graduate Program Faculty. Doctoral committees must have a minimum of three members of the Graduate Program Faculty. In all cases where the advisory committee consists of more than 3 faculty, greater than 50% of the committee members must be members of the Graduate Program Faculty. University of Georgia Graduate Faculty members from other units are also encouraged to serve on students' committees to promote collaboration and interdisciplinarity in students' training.

In addition, members of the Department of Marine Sciences tenured/tenure track Graduate Program Faculty have the right to:

- Serve as members 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 Program Faculty in their academic unit.

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

Primary responsibilities of Graduate Program Faculty members include:

1. Overseeing research/scholarship and training of masters and doctoral candidates. Graduate Program Faculty members who oversee research/scholarship and training of masters and doctoral candidates must demonstrate evidence of maintaining an active research/scholarship program. Such evidence includes but is not limited to (a) publication of articles in refereed journals, scholarly books, and refereed conference presentations, (b) grants and contracts received, (c) editorial work, and (d) recognition of research and creative contributions by awards, prizes, and fellowships.
2. Preparing masters and doctoral candidates for the practice of their profession. Graduate Program Faculty members charged with the responsibility of preparing Masters and

Doctoral candidates for the practice of their profession must demonstrate evidence of their ability to supervise training of students, interns, and/or residents. Such evidence includes, but is not limited to maintaining active practice of the profession and compliant training in responsible conduct of research.

3. Teaching advanced graduate courses as assigned by the unit head.
4. Otherwise participating in the graduate program of the unit and the university.

C. Procedures for Appointment and Reappointment of Graduate Program Faculty

The Graduate Program Faculty within the Department of Marine Sciences is entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in this document. Following recommendation by the Graduate Program Faculty of the academic unit, newly hired tenure/tenure-track faculty may be recommended for appointment to the Graduate Program Faculty in the letter of offer. Appointment to the Graduate Program Faculty becomes effective only following approval by the President of the university and cannot begin until after the first day of employment. Faculty not recommended for appointment at the time of hire may be recommended by the Department of Marine Sciences Graduate Program Faculty at a later time. Graduate Program Faculty membership is effective on the date of the appointment by the President.

Criteria and procedures for appointment and reappointment of Graduate Program Faculty include:

1. Criterion: Demonstration of proficiency in conducting and supervising scholarly research/practice, and attainment of doctorate degree from an accredited institution in the faculty member's discipline.
2. Procedure: Graduate Program Faculty Guidelines will be provided to tenure/tenure-track faculty along with the Departmental Promotion and Tenure Criteria. Tenure/tenure-track appointments to the Graduate Program Faculty require submission to the Head of an updated curriculum vitae (CV). Members of the Department of Marine Sciences tenure/tenure-track Graduate Program Faculty will discuss the request and vote anonymously, either at a faculty meeting or electronically, for approval or denial. Decisions will be based on a majority of a quorum (2/3) of the eligible faculty. For tenure/tenure-track faculty, the annual timeline for reappointment to the Graduate Program Faculty is congruent with established tenure and promotion review processes, including the third-year review, tenure review, promotion reviews, and 5-year post tenure reviews.
3. Procedure: Graduate Program Faculty Guidelines will be provided to non-tenure track faculty and adjunct faculty upon their initial request for consideration for appointment or reappointment. Appointments and reappointments of non-tenure track faculty and

adjunct faculty require submission to the head of an updated CV, a letter requesting and explaining the rationale for appointment/reappointment, and the presentation of a research seminar to the department. Department of Marine Sciences tenure/tenure-track Graduate Program Faculty will discuss the request and vote anonymously, either at a faculty meeting or electronically, for approval or denial. Decisions will be based on a majority of a quorum (2/3) of the eligible faculty. If approved, appointments will only be granted for a period of 5 years. For non-tenure track and adjunct faculty, the timeline for reappointment is initiated by contact from the Head during the spring semester of the final year of their current appointment.

4. Procedure: Retired faculty members including Emeriti who are actively involved in supervising and advising graduate students will be able to complete their 5-year term on the Graduate Program Faculty. Retired faculty can still remain engaged in graduate education by serving on graduate student committees and guest lecturing in advanced graduate courses.
5. Procedure: The outcome of the appointment or the periodic review for reappointment to the Graduate Program Faculty (with votes) will be sent to the Dean of the Franklin College of Arts and Sciences, who will forward the recommendation to the Graduate School. The President will formally appoint and reappoint individuals to the Graduate Program Faculty.
6. If requests for appointment/reappointment receive a negative faculty vote, the requestor has 10 days to appeal to the Head if further information regarding productivity and scholarly work is available. Appeal materials will be provided to Department of Marine Sciences tenure/tenure-track Graduate Program Faculty for reconsideration and for another vote. If the department-level appeal fails, materials will be forwarded to the appeals process at the office of the Dean of the Franklin College of Arts and Sciences, and then to the Appeals Committee of the Graduate Council.

D. Revocation of Graduate Program Faculty status

A member of the Graduate Program Faculty of the Franklin College may have their Graduate Program Faculty status removed if they fail to meet any or all of the expectations outlined above, as assessed during the periodic review process. It is also possible for a member of the Graduate Program Faculty to have their Graduate Program Faculty status revoked by Department of Marine Sciences, the Dean of the Franklin College, the Dean of the Graduate School, the Provost, or the President outside the periodic review process. Revocation may occur for egregious acts (including violations of the institution's NDAH policy) or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Program Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of work place violence policies. For a full listing of the procedures,

look to the following link: <http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/removal-of-graduate-faculty-status/>

Faculty found in violation of the institution's NDAH policy will jeopardize their graduate faculty status.

All investigations into complaints against a Graduate Program Faculty member must be dealt with expeditiously. Normally, there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote by the Department of Marine Sciences Graduate Program Faculty on the Graduate Program Faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to informally resolve the complaint, the head, or in the case of a COI, the graduate coordinator, may extend the time for formal review of the complaint.

Both the faculty member and the complainant have the right to seek the advice of an attorney, but attorneys are not authorized to participate in the dispute resolution process.

Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes he or she has been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the head, or in the case of a COI, the graduate coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.