

Department of Marine Sciences
Graduate Program Faculty Guidelines

Approved by the Faculty August 23, 2018

Revised and approved by the eligible Graduate Program Faculty December 6, 2023.

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, and reviewing proposals and serving on panels for agencies supporting sponsored research.
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 dissertations.
 - 3.2 Demonstrated potential to direct master's or doctoral students 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

The eligible voting members of the Graduate Program Faculty in the Department of Marine Sciences are tenured and tenure-track faculty and Academic Professionals, unless otherwise stated in these guidelines. Recommendations are determined from a majority vote of the participating eligible faculty, provided there is at least a quorum (2/3) of the eligible faculty during deliberations. 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 any graduate level course.
- Serve as members of the Graduate Council.
- Vote for Graduate Program Faculty as representatives to serve on the Graduate Council.

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

In addition, only eligible Graduate Program Faculty in the Department of Marine Sciences can:

- Vote on appointment and reappointment of faculty members to the Graduate Program Faculty in the Department.

Primary responsibilities of Graduate Program Faculty members include:

1. Overseeing research/scholarship and training of master's and doctoral candidates. Graduate Program Faculty members who oversee research/scholarship and training of master's 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 and reviewing work, and (d) recognition of research and creative contributions by awards, prizes, and fellowships.
2. Preparing master's and doctoral candidates for the practice of their profession. Graduate Program Faculty members charged with the responsibility of preparing master's 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 Department Head.
4. Otherwise participating in the graduate program of the Department and the University.

C. Procedures for Appointment and Reappointment of Graduate Program Faculty

The eligible 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 eligible Graduate Program Faculty of the

Department, newly appointed faculty members may also be appointed to the Graduate Program Faculty in their letter of offer or in their letter of recommendation sent to Franklin College. 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 Department of Marine Sciences Promotion and Tenure Criteria. For appointment to the Graduate Program Faculty, the candidate will submit an updated curriculum vitae (CV) to the Head. Members of the Department of Marine Sciences tenure/tenure-track Graduate Program Faculty will discuss the request and vote anonymously, for approval or denial. Decisions will be based on a majority vote of at least a quorum (2/3) of the tenure/tenure-track faculty. For tenure/tenure-track faculty, the annual timeline for reappointment to the Graduate Program Faculty is congruent with established promotional and/or tenure review processes, or 5-year post tenure reviews.
3. *Procedure:* Graduate Program Faculty Guidelines will be provided to non-tenure track faculty upon their initial request for consideration for appointment or reappointment. Appointments and reappointments of non-tenure track 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 eligible Graduate Program Faculty will discuss the request and vote anonymously, for approval or denial. Decisions will be based on a majority vote of at least a quorum (2/3) of the eligible faculty. If approved, appointments will be granted for a period of 5 years. For non-tenure track faculty, the timeline for reappointment is initiated with a promotion review process or contact from the Head during the spring semester of the final year of their current Graduate Program Faculty appointment.
4. *Procedure:* Retiring graduate program faculty members can request serving out their term, which will be administratively granted if serving on any UGA graduate student committees. Retired faculty can remain engaged in graduate education by serving on graduate student committees as external members and guest lecturing in advanced graduate courses. Emeritus faculty who are actively involved in supervising and advising graduate students as major professor or as a committee member can request reappointment to the GPF at the end of their term, by submitting reasons for such a request and giving a research seminar to the department. Department of Marine Sciences eligible Graduate Program Faculty will then discuss the request and vote anonymously for approval or denial. Decisions will be based on a majority vote of at

least a quorum (2/3) of the eligible faculty. If approved, appointments will be granted for a period of 5 years and can be renewed pending reappointment procedures.

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 the Department of Marine Sciences eligible 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 Franklin College may have their Graduate Program Faculty status removed if they fail to meet any or all 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 a super majority, at least 2/3 vote, of at least a quorum (2/3) of the eligible Graduate Program Faculty within the Department of Marine Sciences, or by 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 Non-Discrimination and Anti-Harassment (NDAH) policy, or when a faculty member fails 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 workplace violence policies. For a full listing of revocation procedures, look to the Graduate School (<https://grad.uga.edu/graduate-bulletin/graduate-program-faculty-information/revocation-of-graduate-program-faculty-status/>) and Franklin College (https://www.franklin.uga.edu/sites/default/files/Revocation%20of%20Graduate%20Faculty%20Status021319APPROVED_0.pdf) webpages.

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 eligible 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 conflict of interest (COI), the graduate program 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 program 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.