

Graduate Faculty Appointment and Reappointment Policy
Franklin College of Arts and Sciences

(effective with the 2016-17 academic year)

[UGA Graduate Faculty Policies and Procedures](#)

Franklin College Deadlines:

- There are **only 3 deadlines per year**, one per semester, and they apply to the new appointment and reappointment of **ALL Regular, Full-time Faculty** as well as adjunct and retired faculty. No more separation of due dates by faculty or appointment type!
 - **Late August**
 - **Early January**
 - **Mid May**

*Check the **[Dean's Calendar](#)** for exact dates!*

Please send **original documents only** to Sherry Gray at 320 Old College

Schedule for Appointments and Reappointments:

- **Newly Hired Full-Time Faculty**
 - Appointment at **time of hiring** (Following the recommendation of the hiring unit Graduate Faculty, newly hired faculty may be recommended for graduate faculty appointment. This recommendation should appear in the letter of offer. Appointment to the Graduate Faculty becomes effective only following approval by the President of the University and cannot begin until after the first day of employment) **or** at a later date if needed.
 - Reappointment at **tenure** and **each post-tenure review** thereafter including promotion to full professor. The 3rd year review could be used as an opportunity to review and provide feedback related to Graduate Faculty membership.
- **Professional, Career, Non-Tenure Track, Adjunct, and Retired Faculty**
 - Appointment at **time of hiring** (see clause above) **or** at a later date if needed.
 - Reappointment **every 5 years** after initial graduate faculty appointment.

Documents and Forms needed:

- **Appointment of Newly Hired Full-Time Faculty**
[Transmittal Form](#)
Current CV
- **Appointment of Current Full-Time, Adjunct, or Retired Faculty and Reappointment of Current Full-Time, Adjunct, or Retired Faculty who were formerly UGA Graduate Faculty, but experienced a break in service**
[Transmittal Form](#)
Letter of Support *from Department Head*
Current CV
- **Review (Reappointment) of Current Graduate Faculty**
[Transmittal Form](#)

Helpful Information:

- Original documents only should be sent to Sherry Gray at 320 Old College. If you have questions, please email swgray@uga.edu or call 2-1561.
- Voting must take place with a quorum of graduate faculty.
- Full legal names should be used on the form so they can be found in the system by the Graduate School.
- Date of hire is the first day they are employed, NOT the date the offer letter is signed.
- Term of appointment should be calculated based on the schedule listed above. Determine where they are in the process and how many years until the next step or reappointment.
- Departments can decide what materials are to be reviewed, if any, in addition to a CV.
- Temporary, Limited Term, and Part-time are NOT eligible for Graduate Faculty status.
- Retired Faculty: Faculty members who are retiring and are serving on advisory committees *where the students have been admitted to candidacy*, need not be reappointed to the Graduate Faculty to continue to serve on these students' advisory committees. **NOTE: Faculty members are immediately removed from the Graduate Faculty on their official date of retirement.**

Graduate Faculty:

The quality of graduate programs and the enhancement of the reputation of the University of Georgia as a leading public institution rests with the Graduate Faculty. The purpose of the Graduate Faculty is to provide advanced research and practical training and to supervise the research and professional skills development of graduate students. The Graduate Faculty shall consist of faculty with an earned doctorate or highest terminal degree from an accredited institution or who have equivalent professional experience in their discipline and who are full-time regular faculty, adjunct faculty or retired graduate faculty.

Graduate Faculty status at the University of Georgia is required for all faculty teaching advanced-level (8000 and 9000) graduate courses, as well as for those serving as major professor to doctoral students as well as Master of Arts and Master of Science students.

Graduate Faculty members must teach graduate courses effectively, engage in research of high quality, and direct the work of graduate students so that they progress toward graduation in a timely manner. A faculty member's failure to meet these expectations will result in removal from the Graduate Faculty.

Negative Votes, Further Reviews, and Appeals at the college level:

Should the vote be negative, the faculty member may provide additional information and the graduate faculty members of the department will reconsider the reappointment. A Department Head/Director, or at least half of Graduate Faculty members in the unit petitioning the Department Head/Director in writing, may initiate a review of Graduate Faculty status outside of the Post-Tenure Review cycle, such as at the time a faculty member is being reviewed for promotion to professor. Such a request may happen only once in between regularly scheduled post-tenure reviews. Following the review, continuation will be decided at a meeting of the department's Graduate Faculty members, by a simple majority of all members present and voting, including written absentee votes.

An appeal of an appointment decision at the department level shall be made in writing within thirty days of the decision date to the associate dean who works with that department. He or she shall convene a division-wide appeals committee to review the appeal and make a recommendation to the Dean. The appeals committee will consist of five Graduate Faculty members, no more than two from any one department and excluding the faculty in the department from which the appeal originated. Decisions about Graduate Faculty status made at the College level may be appealed to the Dean of the Graduate School. Faculty who do not continue on the Graduate Faculty may apply for reappointment each academic year.

UGA Graduate Faculty Policies and Procedures may be found at:

<http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/graduate-faculty-procedures/>