

## **Teaching Graduate Courses Process**

(Approved November 19, 1999)

(Reviewed COB Grad. Adv. Committee, October 14, 2005 & COB Ad. Council, November 11, 2006)

(Revision Approved by COB Faculty May 8, 2007)

Faculty who teach graduate classes are required to be approved as graduate faculty. Each year the College of Business Graduate Advisory Committee reviews the credentials of full-time faculty members who need to be added to the list of faculty teaching graduate classes. Each faculty member under consideration is required to submit sufficient documentation to enable the Committee to evaluate his/her credentials. A recommendation is made to the Dean for final approval.

The graduate faculty designation is given for a three-year period. The credentials of the faculty member are reviewed prior to the expiration date. Normally, in order to qualify for the three-year graduate faculty designation period, a faculty member must have a terminal degree in the field and three refereed publications, including, at least, one journal article, within the last five years. Faculty with new doctorates will be granted graduate faculty status for three-years following the granting of their degree.

In unusual circumstance, the Dean may allow an individual, who has not been reviewed by the committee, to teach graduate courses. The designated individual's credentials must be reviewed, with a year, in order to continue teaching graduate courses.