

INDIANA UNIVERSITY



October 7, 2004

To: Deans, Chairs, Directors of Graduate Studies

From: Eugene R. Kintgen, Associate Dean  
The University Graduate School*Eugene R Kintgen*

Subject: Graduate Faculty

THE UNIVERSITY  
GRADUATE SCHOOL

Attached are the new procedures for nominating faculty to membership in the graduate faculty. Please note that all tenure-track faculty will now automatically become members of the graduate faculty; departments should send to Ms. Cathy Smith in the Graduate School (111 Kirkwood Hall) a memo listing the faculty member's name, social security number (we will move to IU identification numbers as soon as possible; right now the system requires social security numbers), faculty rank, and any appointments in other units. To direct dissertations, faculty must have a departmental endorsement granted after one of the kinds of review specified in the policy. Departments should send the same kind of information about the faculty members who have been granted endorsements to Ms. Cathy Smith (name, rank, social security number, other appointments).

Current associate members of the graduate faculty will automatically become members of the graduate faculty; current full members will become members with endorsement to direct dissertations.

Please contact me (kintgene; 5-8852) if you have any questions.

ERK:cs

over

OFFICE OF THE DEAN

Kirkwood Hall 111  
130 South Woodlawn Avenue  
Bloomington, Indiana  
47405-7104812-855-9343  
Fax: 812-855-4266



Approved by the Graduate Council: October 4, 2004

## GRADUATE FACULTY MEMBERSHIP

All tenure-track faculty are granted graduate faculty status at the time of appointment; departments should notify the University Graduate School each fall of their new tenure-track appointments so an authoritative master list of graduate faculty members can be maintained. Non-tenure-track faculty or other appointees (such as research scientists) can also be appointed to graduate faculty status for a term not to exceed their employment contract; the nominating department should send a brief memo and a copy of the faculty member's vita.

An endorsement to chair doctoral dissertation committees is granted separately from graduate faculty status by a vote of a departmental advisory or steering committee, or by a majority vote of the departmental graduate faculty with the endorsement in a program or department authorized to offer the PhD, or by some other review process appropriate for the unit. Faculty who receive this endorsement must hold a regular faculty appointment at Indiana University, but do not necessarily have to hold that appointment within the unit conferring the endorsement. However, if the faculty member is appointed outside the unit conferring the endorsement, s/he must participate substantially in doctoral education within the department or program conferring the endorsement. The program director or chair shall notify the Dean of Graduate Studies of the election of the faculty to this status.

In addition, graduate faculty status with or without endorsement to chair PhD dissertation committees may be granted by the Dean of Graduate Studies upon successful petition by the head of the faculty member's unit. The head should send a brief memo explaining the request with a copy of the vita.

Current full members of the graduate faculty will become members of the graduate faculty with the endorsement to chair doctoral committees; current associate members will become members of the graduate faculty.

Graduate faculty status can be revoked for egregious behavior or scholarly or scientific misconduct by the Dean of Graduate Studies upon the recommendation of the Graduate School Council.

### OFFICE OF THE DEAN

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