



Arkansas State University

Graduate Faculty Status Policy

Graduate faculty may be appointed as a Regular Member, a Professional Member, or as an Affiliate Member. In exceptional cases, the dean or administrator may recommend reclassifying faculty between statuses, subject to approval of the Graduate Council. Each category has associated qualification standards, appointment requirements and procedures, and privileges and responsibilities, as defined by the college and/or department.

Upon hire as a pre-tenure or tenured faculty member, an initial graduate faculty appointment will be made for up to a six-year term. Upon promotion to associate or full professor, a graduate faculty appointment will reset to to a new term of up to six years.

A. Regular Member

Regular Member is a full-time faculty member with a terminal degree (in exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree). Requires documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels, as defined by the college and/or department. **Approved for six years**, at which time the member may reapply.

1. Provisional Regular Member

Provisional Regular Member can be assigned to a Regular Member whose Regular Member status is up for renewal and the Graduate Council determines that they do not meet the requirements for full Regular Member. **Approved for two years. This status cannot be renewed nor repeated.**

B. Professional Member

Professional Member is a full-time, non-tenure or part-time/adjunct faculty member with a terminal or graduate/professional degree in the discipline. Professional certification is considered when appropriate. Significant professional experience is required, as defined by the college and/or department. Limits on committee membership and courses taught can be applied, as defined by the college and/or department. **Approved for six years**, at which time the member may reapply.

C. Affiliate Member

Affiliate Member is an individual not currently employed by Arkansas State. Requires a minimum of a master's degree appropriate in their field of practice. Limits on committee membership and courses taught can be applied, as defined by the college and/or department. **Approved for six years**, at which time the member may reapply.

*More information on Graduate Faculty Status can be found in the Faculty Handbook.
For departmental standards, see the [Graduate Council Website](#).*



Graduate Faculty Status Request

Applicant Name:

A-State ID Number:

(if applicable)

A-State Department/Program:

Date:

A-State Status/Rank:

Requested Duration:

Requested Faculty Privileges for Professional and Affiliate Status:

Chair Doctoral or
Master's Committee(s)

Co-Chair Doctoral or Master's
Committee(s)

Research/Serve on Doctoral or
Master's Committee(s)

Teach a course(s). Specify
course(s):

**A CURRENT CURRICULUM VITAE (CV) MUST ACCOMPANY THIS FORM. ATTACH CV TO EMAIL
AFTER SIGNING BELOW. INCLUDE ONLY ACTIVITIES FROM THE LAST SIX YEARS.**

Applicant Signature:

Affiliate Site Signature:

(if applicable)

A-State Chair/Program Director Signature:

A-State College Dean Signature:

For Office Use Only

Status Begins:

Status Expires:

Regular Graduate Faculty Status Granted/Renewed

**Regular/Professional/Affiliate Graduate Faculty
Status NOT Granted/Renewed**

Provisional Regular Graduate Faculty Status Assigned

Professional Graduate Faculty Status Granted/Renewed

Brief explanation
for denial:

Affiliate Graduate Faculty Status Granted/Renewed

Graduate Council Chair Signature:

Form must be submitted to curriculum@astate.edu after electronic signatures are completed.
Please ensure CV is attached to the generated email.