Graduate Faculty Appointment and Reappointment Policy  
Franklin College of Arts and Sciences  
(effective with the 2011-2012 academic year)

Franklin College Deadlines:  
*You must follow these deadlines, not the Graduate School deadlines*

- New tenured and tenure-track faculty: as soon as they are ready; deadlines are August 15, January 5 and May 15.
- Reappointments to graduate faculty: April 15 or October 15 (usually with PTR)
- Appointment of professional and career track faculty, retired faculty, and full-time tenure track faculty not previously appointed: April 15 and October 15

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 chair of masters and as major professor of doctoral committees.

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.

In the Franklin College of Arts and Sciences, appointment/reappointment to the Graduate Faculty will be decided at the department/school level.

The normal times at which Graduate School appointment/reappointment will occur are:

1. Appointment at the time of initial hiring.
2. Reappointment at the time of promotion or tenure review
3. Reappointment every 10 years, coinciding with every-other post-tenure review (post-tenure review occurs at 5 year intervals).

- The intent of this schedule is to streamline departmental reviewing by having graduate faculty reappointment follow the promotion, tenure, and post-tenure-review schedules as much as possible. A quorum of the graduate faculty in the department should vote on appointment and reappointment decisions.

- Departments have considerable freedom with respect to the implementation of the Graduate School Reappointment procedure. They can decide what materials are to be reviewed, if any, in addition to a CV. Reappointment votes can occur shortly before or after the post-tenure review process, as well as during it, whatever timing seems to work best for the unit, as long as a quorum of the department's graduate faculty is voting on the reappointments to graduate faculty

**Newly Hired Tenure-Track Appointment Process:**

- Initial appointment recommendations are sent to Sherry Gray in the Dean’s Office as soon as they are prepared (320 Old College). A quorum of the graduate faculty in the department should vote on appointment decisions.

- The materials to be submitted to the Dean’s Office should include:
A newly hired graduate faculty transmittal form (click on link). Please put 10 years as the term of appointment (even though for most new hires, the initial appointment period will be until review for promotion and/or tenure). The Graduate School requires the faculty member’s name to be the exact name that is on the faculty member’s personnel. (Graduate School requires the original signed form.)

Faculty member’s CV
Forms will be approved and materials forwarded to the Graduate School.

Appointment of Current Full-Time Tenured or Tenure-Track Faculty (not previously appointed) and Reappointment of Current Graduate Faculty Members:

- Evaluation and voting for reappointment should occur at the post-tenure review or during the same year as the post-tenure review. Since appointments will be for ten years, a faculty member’s evaluation for reappointment can be done every other post-tenure review cycle.
- A quorum of the graduate faculty in the department will need to review and vote on the new appointment of current full-time tenured or tenure-track faculty or the reappointment of current graduate faculty members.
- The transmittal form for appointment of full-time tenured or tenure-track faculty and reappointment of graduate faculty (click on link) needs to be completed and sent to Sherry Gray (320 Old College) in the Dean’s Office. Multiple faculty can be listed on the form if multiple faculty are being reviewed. Use the faculty member’s full name on this form.
- Only the transmittal form is required and no other materials need to be sent to the Dean. The form must be an original.
- The Dean will sign and send the form to the Graduate School at the appropriate time. Reappointment deadlines for the Dean’s Office are April 15th or October 15th (whichever meets your department’s post-tenure review schedule) in order to meet the Graduate School deadlines.

Promotion and Reappointment Process:

- When a faculty member is considered for promotion it will be helpful to take a vote for Graduate Faculty reappointment at this time. This will put the faculty member up for the next reappointment on every-other post tenure review cycle or until promoted again.

Department Heads/Directors will inform the Dean of the Franklin College of all changes in Graduate Faculty membership. The Franklin College Dean’s Office will be responsible for reporting such changes to the Dean of the Graduate School.

Non Standard Appointments and Reappointment of 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 once they retire. Please follow the procedure below to reappoint retired faculty except as noted in the first sentence above.
A unit that wishes to recommend a non-tenure track faculty member such as an academic professional, adjunct professor, or a retired faculty member to the Graduate Faculty must present a vote, rationale, and credentials of the candidate directly to the Dean’s Office. A simple majority of all graduate faculty members present and voting, including written absentee votes, will constitute a positive recommendation. Such recommendations will be handled on a case-by-case basis and will require approval of the Dean of the Graduate School. Non-tenure track faculty must be reviewed for continuation on Graduate Faculty at least every 10 years, if not more often, according to the will of the department.

- The dossier to be submitted to the Dean must include:
  - a letter of support from the unit head with the graduate faculty departmental vote (please state if a quorum was present)
  - the faculty member’s vita
  - the Appointment & Reappointment of Professional, Career, Non-Tenure Track, and Retired Faculty form (click on link). Please put 10 years as the term of appointment unless the department prefers a shorter appointment time. Use the faculty member’s full name on this form.

The University Guidelines are here: [http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/graduate-faculty-procedures/](http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/graduate-faculty-procedures/)

**Negative Votes, Further Reviews, Appeals:**

- 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.

*Note: The Franklin College will continue to inform departments of due dates for graduate faculty reappointments, but it is the responsibility of the department to keep track of each faculty member's time line.*