Graduate Council Meeting  
Wednesday, December 9, 2015, 3:30 p.m.  
229 Conference Room, Terrell Hall  
(The Bylaws prohibit representation by proxy.)

PROPOSED AGENDA

I. Reading, correction and approval of minutes  
   August 19, 2015

II. Graduate Council Committee Reports and Action Items  
   A. Program Committee  
      Committee Report (Michael Azain, Chair)

   B. Administrative Committee  
      Committee Report (Michele Lease, Chair)

      1. For Discussion: Proposed changes to Graduate Council By-Laws and Policy and Procedures for Appointment and Reappointment to the Graduate Faculty

   C. Admission and Retention Committee  
      Committee Report (Michele Lease, Chair)

   D. Appointment and Reappointment Committee  
      Committee Report (Tai Guo, Chair)

   E. Curriculum Committee  
      Committee Report (Adrian Childs, Chair)

III. Old Business

IV. New Business

V. Information Items  
   The following items have been administratively approved by the Graduate School:  
   A dual MS degree with the University of Padova  
   PhD program in integrated conservation and marine sciences  
   3-year JD/MBA degree
Policy and Procedures for Appointment and Reappointment to the Graduate Faculty
Approved by Graduate Council on XXX

I. Rationale for the Graduate Faculty

In a large, complex, public university, faculty have many different responsibilities. Most of these tasks are related to one of the three components of the University of Georgia’s mission “to teach, to serve and to inquire into the nature of things.” This is a broad mission and all aspects are important in contributing to our state’s growth and development.

In addition to being a land-grant and sea-grant university, the University of Georgia has been identified as a “research university with very high research activity” in the Carnegie Classification of Institutions of Higher Education. This indicates that the University of Georgia is regarded as one of the 108 institutions in the United States that serves (i) the broad social purpose of producing new knowledge and (ii), through its training functions, developing future generations of scholars who will continue this mission.

The Graduate Faculty helps the University of Georgia to fulfill both of these important roles, ensuring that research and professional skills are taught and that graduate students are supervised by those with preeminent research experiences, expertise or professional skills. Because only a certain portion of the total faculty have such expertise, having the Graduate Faculty ensures that the direct supervision of student research, scholarship, and professional training (including theses and dissertations and the advanced training of practitioners) is performed by the faculty who are uniquely qualified to do so.

II. Definition of the 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 who hold a full-time tenured or tenure-track faculty appointment at the University of Georgia as Professor, Associate Professor, or Assistant Professor with an earned doctorate or highest terminal degree in their discipline from an accredited institution. Other faculty may be considered for appointment and reappointment to the Graduate Faculty by special consideration and with documentation to support their qualifications.
III. Qualifications for Membership in the Graduate Faculty

Members of the Graduate Faculty are entrusted with upholding the research and advanced practice training mission of the university. There are three principal intellectual criteria for any faculty member seeking membership in the Graduate Faculty:

1. Doctorate or highest earned terminal degree from an accredited institution in the faculty member’s discipline

2. Proficiency in conducting scholarly research and/or practice of the profession.
   Through their own current research productivity and practices, members of the Graduate Faculty have established themselves as leaders at this university. Evidence of demonstrated proficiency includes, but is not limited to:
   - An active research agenda as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, and creative activities appropriate to the various disciplines.
   - Active practice of the profession, as indicated by consultations, contracts, awards, prizes, licensures, and other certifications.
   - Recognition of research and creative contributions by awards, prizes, and fellowships.
   - Editorial work, such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.

3. Proficiency in supervising scholarly research or practice of the profession
   Members of the Graduate Faculty bear primary responsibility for teaching and training future generations of researchers, scholars, and practitioners. Evidence of demonstrated proficiency in supervision includes either or both of the following:
   - Prior supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertations.
   - Prior supervision of practitioners in non-academic settings.
   - Demonstrated potential to direct masters or doctoral candidates successfully.

In addition to the three intellectual criteria listed above, the university also must ensure that those directing research and teaching advanced courses are able to provide the type
of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the mentoring, practical, professional, and research training appropriate for a university of our stature.

IV. Responsibilities and Rights of the Graduate Faculty

Only members of the Graduate Faculty can:

- serve as a major professor to doctoral students.
- serve as a major professor to Master of Arts and Master of Science students.
- teach 8000-9000 level courses.

Advisory committees for Master of Arts and Master of Science students must have a minimum of two members who are members of the Graduate Faculty. Doctoral committees must have a minimum of three members of the Graduate Faculty. In all cases, more than 50% of the advisory committee members must be members of the Graduate Faculty.

In addition, members of the Graduate Faculty have the right to:

- serve as members of the Graduate Council.
- vote for faculty as representatives to serve on the Graduate Council.
- vote on appointment and reappointment of faculty members to the Graduate Faculty in their college or school.

Members of the Graduate Faculty, through the representative Graduate Council, make key decisions pertaining to the quality of graduate education at the university.

V. Appointment and Reappointment to the Graduate Faculty

Members of the Graduate Faculty are appointed by the President of the university. The President makes appointments upon the recommendations of the Graduate Faculty within a college or school when a candidate is offered a tenured or tenure track position. Graduate Faculty membership is effective on the date of the appointment by the President.

Graduate Faculty will be appointed in one of two categories:

1. Researcher/Scholar Category. A Researcher/Scholar member of the Graduate Faculty is charged with the responsibility of serving as the major professor overseeing research/scholarship and training of Masters and Doctoral candidates, of maintaining an active research/scholarship program (as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, editorial work, creative activities
appropriate to the various disciplines, and recognition of research and creative contributions by awards, prizes, and fellowships), of teaching advanced graduate courses as assigned by the department head, and of otherwise participating in the graduate program of the department and the university.

2. Practitioner Category. A Practitioner member of the Graduate Faculty is charged with the responsibility of preparing Masters and Doctoral candidates for the practice of their profession, of supervising clinical training of students, interns, and/or residents, of maintaining an active presence in the profession (as indicated by such activities as licensure, consultation, clinical practice, field, laboratory, or performance experience), of teaching advanced graduate courses as assigned by the department head, and of otherwise participating in the graduate program of the department and the university.

The Statutes of the University of Georgia provide for certain ex-officio members of the Graduate Faculty, including the President of the University, the designated Senior Vice Presidents, the designated Vice Presidents, the Dean of the Graduate School, the Director of Libraries, and the Dean of each college or school currently authorized to offer programs leading to graduate degrees.

The review and evaluation of materials for reappointment will be made by current members of the Graduate Faculty in each college or school during the tenure or post-tenure review process. Post-tenure review of all tenured faculty members will occur every five (5) years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion. The outcome of the tenure or post-tenure review for reappointment to Graduate Faculty will be sent to the Dean of the Graduate School who will maintain a list of active Graduate Faculty members. If it is determined that a faculty member’s Graduate Faculty status should be revoked, refer to section VIII for removal of Graduate Faculty status.

VI. Procedures for Appointment and Reappointment

Each academic college and school formulates its own procedures for review and evaluation of appointment and reappointment materials for full-time tenured and tenure track faculty members to the Graduate Faculty. This review/evaluation is an integral part of the initial appointment, tenure, and post-tenure review processes. The procedure in each college and school must adhere to the definition of the Graduate Faculty (Section II) and the qualifications for membership (Section III) to ensure consistent standards of quality throughout the university. Each college and school’s procedure minimally must include:

1. Criteria for appointment and reappointment that meet the overall university standards of demonstrated proficiency in conducting and supervising scholarly research/practice of the profession, and attainment of doctorate or highest earned terminal degree from an accredited institution in the faculty member’s discipline.
2. Procedures for the review and evaluation of appointment or reappointment materials for a full-time tenured or tenure-track faculty member who holds a position as a professor, associate professor, or assistant professor.

3. Procedures for the review and evaluation of appointment or reappointment materials (i) for a faculty member holding a professional, career, or non-tenure track faculty position or (ii) for a retired faculty member.

4. A consistent, annual timeline for the reappointment process that is congruent with tenure and post-tenure review processes and the university’s timeline.

5. A means to provide advance notification to individual faculty members regarding key dates and procedures for receipt and review of reappointment materials during the tenure/post-tenure review process.

6. An established reconsideration and appeal process for individual faculty members, including an appeals process to the dean of the college or school.

VII. Role of the Graduate School

All appointment and reappointment decisions made by a college or school are forwarded to the Dean of the Graduate School, who will maintain a record of all Graduate Faculty for the purpose of verifying master’s and doctoral committee membership. The Graduate School will maintain copies of procedures developed by individual colleges and schools and make them available to all members of the university community. In cases of removal of graduate faculty status outside the tenure/post-tenure review process, the Dean of the unit will send a recommendation to the Dean of the Graduate School who will then forward the information for review by the Appointment and Reappointment Committee of the Graduate Council. The committee will provide a recommendation to the Graduate Dean who will render a final decision and notify all parties as to the resolution of the matter. If the decision results in removal of Graduate Faculty status, then the Dean of the Graduate School will work with the academic unit to develop a plan of action that will allow the faculty member to reapply for Graduate Faculty status.

VIII. Removal of an Individual from the Graduate Faculty

The performance of a Graduate Faculty member will be assessed during the tenure/post-tenure review process. A member of the Graduate Faculty of the University of Georgia may have their graduate faculty status removed if they fail to meet any or all of these expectations. The school/college will then notify the Dean of the Graduate School so that they can maintain a list of active Graduate Faculty.

It is also possible for a member of the Graduate Faculty to have their graduate faculty status removed by the Dean of their college or school, the Dean of the Graduate School,
the Provost, or the President before the end of their current appointment or reappointment period. Removal may occur when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of workplace violence policies. Procedures for removing an individual from the Graduate Faculty and appeal to the Dean of the Graduate School were approved by the Graduate Council on XXXXXXX.

(http://www.uga.edu/gradschool/faculty/status.html)
New Tenure-Track Faculty

Are you newly appointed as a full-time tenured or track Professor, Associate Professor, or Assistant Professor?

Graduate Faculty members in the home unit vote for Graduate Faculty appointment during the hiring and initial faculty appointment process.

Individuals prepare appointment materials for review. Graduate Faculty in the home unit vote on appointment to the Graduate Faculty.

Recommendations are forwarded from the home unit to the dean of the academic college/school.

Dean of the college/school reviews and sends approved recommendations to the Dean of the Graduate School.

Nov. 1 or Apr. 30

Dean of the Graduate School recommends the names of qualifying faculty to the President of the university.

The President of the UGA appoints recommended individuals to the Graduate Faculty. This appointment is subject to outcome of future tenure/ post-tenure review processes.

Current Tenure-Track and Tenured Faculty

Are you currently appointed as a full-time tenured or track Professor, Associate Professor, or Assistant Professor and not a member of the Graduate Faculty?

Individuals prepare reappointment materials for review. Graduate Faculty in the home unit vote on reappointment to the Graduate Faculty.

Recommendations and documentation are forwarded from the home unit to the dean of the academic college/school.

Dean of the college/school sends approved recommendations and documentation to the Dean of the Graduate School.

Nov. 1 or Apr. 30

Dean of the Graduate School recommends the names of qualifying faculty to the President of the university.

The President of the UGA appoints recommended individuals to the Graduate Faculty. This appointment is subject to outcome of future tenure/ post-tenure review processes.

Other Appointments

Are you currently appointed as a professional, career, non-tenure track, or retired faculty position?

Individual prepares appointment materials for review. Graduate Faculty in the home unit vote on appointment to the Graduate Faculty.

Recommendations and documentation are forwarded from the home unit to the dean of the academic college/school.

Dean of the college/school sends approved recommendations and documentation to the Dean of the Graduate School.

Nov. 1 or Apr. 30

Dean of the Graduate School recommends the names of qualifying faculty to the President of the university.

The President of the UGA appoints recommended individuals to the Graduate Faculty. This appointment is subject to outcome of future tenure/ post-tenure review processes.
Article I. The Graduate Faculty

Section 1. Membership on the Graduate Faculty
The Graduate Faculty consists of (a) appointed members: those members of the various colleges and schools of the University appointed by the President upon the recommendation of the Dean of the Graduate School; and (b) ex officio members: the President of the University; the Senior Vice President for Academic Affairs and Provost; the Vice President for Research and Associate Provost; the Vice President for Public Service and Outreach and Associate Provost; such other Vice Presidents as the President designates; the Dean of the Graduate School; the Director of Libraries, and the deans of colleges and schools authorized to offer programs leading to graduate degrees (cf. Statutes of The University of Georgia, Article VII, Section 1 (http://provost.uga.edu/index.php/statutes/article-vii-deans-of-schools-and-colleges/)).

Section 2. Authority of the Graduate Faculty
Subject to the general policies of the University Council, the Graduate Faculty shall have authority to determine entrance requirements for students in the Graduate School, to prescribe and define courses of study for them, to determine the requirements for such degrees as are offered through the Graduate School, to enact and enforce rules for the guidance and government of its students in their graduate work, to recommend for degrees such candidates as have fulfilled degree requirements, and in general to exercise jurisdiction over all educational matters in the Graduate School (cf. Statutes of The University of Georgia, Article VIII, Section 1 (http://provost.uga.edu/index.php/statutes/article-viii-faculties-of-schools-and-colleges/)).

Section 3. Categories of Appointment

1. Researcher/Scholar Category. A Researcher/Scholar member of the Graduate Faculty is charged with the responsibility of serving as the major professor overseeing research/scholarship and training of Masters and Doctoral candidates, of maintaining an active research/scholarship program (as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, editorial work, creative activities appropriate to the various disciplines, and recognition of research and creative contributions by awards, prizes, and fellowships), of teaching advanced graduate courses as assigned by the department head, and of otherwise participating in the graduate program of the department and the university.

2. Practitioner Category. A Practitioner member of the Graduate Faculty is charged with the responsibility of preparing Masters and Doctoral candidates for the practice of their profession, of
supervising clinical training of students, interns, and/or residents, of maintaining an active presence in the profession (as indicated by such activities as licensure, consultation, clinical practice, field, laboratory, or performance experience), of teaching advanced graduate courses as assigned by the department head, and of otherwise participating in the graduate program of the department and the university.

Section 4. Criteria and Procedures for Appointment

1. Each academic college and school will formulate its own procedures for review and evaluation of appointment and reappointment materials for full-time tenured and tenure track faculty members to the Graduate Faculty.

2. This review/evaluation is an integral part of the initial appointment, tenure, and post-tenure review processes.

3. The procedure in each college and school must adhere to the definition of the Graduate Faculty (Policies and Procedures for Appointment of Graduate Faculty, Section II) and the qualifications for membership (Policies and Procedures for Appointment of Graduate Faculty, Section III) to ensure consistent standards of quality throughout the university.

4. Each academic college and school forwards its appointments to the Dean of the Graduate School who recommends then to the President who then formally appoints the Graduate Faculty.

Section 5. Meetings of the Graduate Faculty

1. Meetings of the Graduate Faculty may be called by the Dean of the Graduate School as they are appropriate. The Dean shall call a meeting if requested to do so by a written petition signed by at least 5 percent of the total Graduate Faculty, including at least 5 percent of the Graduate Faculty in three or more colleges or schools; such a meeting shall be held within 30 days of the delivery of the petition to the Dean’s office.

2. The Dean shall send notice of any meeting of the Graduate Faculty to all members of that Faculty at least two weeks before the meeting. The notice shall include an agenda of items to be acted upon, and no item not on the agenda may be acted upon unless two-thirds of the members attending the meeting agree to place the new item on the agenda for action.

3. The Dean or a representative designated by the Dean presides at all meetings of the Graduate Faculty but votes only to break a tie.

4. A quorum for action at a Graduate Faculty meeting shall be a majority of the current membership of the Graduate Faculty.
Article II. The Graduate Council

Section 1. Responsibilities

1. The Graduate Council is the policymaking body of the Graduate Faculty. The Council functions on behalf of the Graduate Faculty in all matters within the authority of that Faculty, except the amendment of these bylaws. The Graduate Faculty may, however, supersede any action of the Council.

2. All members of the Council represent the entire Graduate Faculty, not merely those of the department, division, college, or school from which they come. The concern of every Council member shall be with the general welfare of the Graduate School and its programs, rather than with that of only a part.
Section 2. Membership

1. The Council consists of the Dean of the Graduate School or a representative designated by
   the Dean, who chairs the Council but votes only to break a tie; the Executive Coordinator of
   the UGA Graduate Student Association who serves as an ex-officio member; and the
   following elected members, one-third of whom are chosen each year:
   1. One member from each of the fifteen colleges and schools listed below, elected by
      the members of the Graduate Faculty in the college or school;
   2. Fifteen members-at-large elected by the whole Graduate Faculty from
      nominations of the following six groups of colleges and schools:
         1. College of Agricultural & Environmental Sciences;
         2. College of Arts & Sciences;
         3. Terry College of Business;
         4. College of Education;
         5. College of Veterinary Medicine,
            College of Journalism & Mass Communication,
            College of Public Health
            School of Social Work,
            School of Public & International Affairs;
         6. College of Family & Consumer Sciences,
            College of Pharmacy,
            College of Environment & Design,
            School of Forestry & Natural Resources,
            School of Ecology,
            College of Engineering.

2. The number of Council positions assigned to each of the six groups listed above is to
   be reallocated every year according to the following formula:
   \[
   \text{Ratio 1} = \frac{\text{number of graduate students within group on campus Fall Semester}}{\text{total number of graduate students across groups on campus Fall Semester}}
   \]
   \[
   \text{Ratio 2} = \frac{\text{number of graduate faculty members within group Fall Semester}}{\text{total number of graduate faculty members across groups Fall Semester}}
   \]
   \[
   \text{Ratio 3} = \frac{\text{Ratio 1} + \text{Ratio 2}}{2}
   \]
   \[
   \text{Allocation} = 15 \times \text{Ratio 3}
   \]

3. The allocation is to be rounded off to the nearest whole number, with the provisions (1) that
   the total allocations shall be fifteen, with rounding adjusted to achieve that end, and (2) that
   each of the six groups listed above shall be allocated at least one Council member.

4. If a reallocation changes the number of positions assigned to any of the six groups, the
   currently elected members of the Council shall serve out their full three-year terms, and
   adjustments shall be made (allocations moved from one group to another) as terms of
   currently elected members expire. Thus the reallocation shall be phased in over a period
   as long as two years.

Section 3. Eligibility for Membership

Members of the Graduate Faculty are eligible for membership on the Graduate Council. An elected
member of the Council shall not serve immediately successive full terms.
Section 4. Term of Membership and Time of Elections
Each member shall serve a three-year term of office beginning Fall Semester after the Graduate Council election held each Spring Semester.

Section 5. Nomination and Election Procedures
1. Graduate Council positions that do not involve joint election by several colleges or schools shall have twice as many candidates as allotted positions. Council positions that involve joint election shall have one candidate from each college or school in the group. All ballots shall also provide space for write-in votes.

2. Graduate Faculty members may nominate any Graduate Faculty member who does not hold an administrative appointment at the department head level or higher.

3. Nominations of candidates shall take account of the following principles of distribution, and nominations of persons not in accord with these distribution requirements are not valid:
   1. In colleges and schools with a departmental structure, no department shall have more than one member on the Council at a time.
   2. In the College of Arts and Sciences, which has a divisional structure, and in any other college or school with a similar divisional structure, each division shall have at least one member on the Council, and other Council members from the college or school shall be chosen at large. If, however, a college or school has more divisions than Council members allocated to it, a system of rotation among the divisions shall be devised.
   3. If a member of the Council is elected by several colleges or schools as a group, under Section 2a(2), that member’s successor shall come from another college or school in the group.

4. To determine the candidates for election, nominations shall be called for from all faculty eligible to vote in an election. Then a preliminary ballot shall be distributed, on which the names of all nominees appear. The requisite number of candidates, as specified in Section 5a, shall be those nominees who receive the largest number of votes on the preliminary ballot. The names of those candidates shall then be sent to the Dean of the Graduate School, who will supervise the final election.

Section 6. Vacancies During a Term
1. If a position on the Graduate Council falls vacant during the term of an elected member, a replacement shall be nominated by the Administrative Committee of the Council and approved by a majority of those voting at a meeting of the Council. The replacement member shall be from the same academic unit that elected the former member and shall serve until the expiration of the term of the former member. The Administrative Committee shall determine when a position falls vacant.

2. Members of the Council shall not designate or be represented by proxies if they are absent from a Council meeting.

Section 7. Meetings of the Graduate Council
1. The Dean of the Graduate School shall call meetings of the Graduate Council as often as required to transact the business of the School but at least two times a year. The Dean shall call a meeting if requested to do so by written notice signed by at least five (5) members of the Council.

2. A quorum for actions at a Council meeting shall be a majority of its elected members.

3. The agenda for each meeting, along with pertinent information on items that the Council will discuss, shall normally be available and distributed to the Council members at least ten
days prior to meetings. Items may be placed on the agenda by the dean of the Graduate School, by the Administrative Committee, or by a two-thirds vote of members present and voting at the Council meeting.

Section 8. Committees of the Graduate Council

1. Standing committees of the Graduate Council shall be appointed annually by the dean of the Graduate School from the membership of the Council. The dean or a representative designated by the dean is an ex-officio member of all committees but votes only to break a tie. The dean shall appoint a member of each committee to serve as chair. The following standing committees of the Council act on the matters indicated and on others, as charged by the dean:

   1. The Administrative Committee shall (a) recommend to the Council policy for the governance of graduate education, (b) hear student petitions for exceptions to Graduate School rules other than those relating to admission and retention, and (c) hear student appeals from administrative decisions relating to any aspect of the graduate program other than admission and retention. The Committee shall make recommendations on petitions and appeals to the Dean and report its activities to the Council.

   2. The Program Committee shall review (a) proposals for new degree programs and changes to existing programs, and (b) reports of committees evaluating existing programs. The Committee shall make recommendations to the Council concerning the approval, revision, continuation, or termination of all graduate programs.

   3. The Curriculum Committee shall review proposals for new graduate courses and for changes in existing graduate courses. The Committee shall make recommendations to the University Curriculum Committee and shall report its activities to the Council.

   4. The Appointment and Reappointment Committee shall hear appeals from applicants denied appointment or reappointment to the Graduate Faculty by their schools and colleges. It shall make recommendations to the Dean who will follow up with the schools and colleges. The Appointment and Reappointment Committee will report its activities to the Council.

   5. The Admission and Retention Committee shall hear appeals from (a) applicants denied admission to graduate study by the Graduate School, (b) students denied a change of degree objective by the Graduate School, and (c) students dismissed by the academic unit and/or the Graduate School. The Committee shall make recommendations to the Dean and report its activities to the Council.

2. The Council may select or the dean may appoint such other, ad hoc committees as they deem necessary to conduct the business of the Graduate School.
Removal of Graduate Faculty Status

Policy

(APPROVED BY THE GRADUATE COUNCIL, XXXXX)

I. Removal through the Tenure/ Post-Tenure Review Process: The performance of a Graduate Faculty member will be assessed during the tenure/post-tenure review process. Criteria indicative of the ability to fulfill this performance can be found in the Rationale section of the Graduate Faculty Procedures (http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/graduate-faculty-procedures). Each academic college and school will formulate its own procedures for review and evaluation of reappointment materials during the tenure or post-tenure review process. At a minimum, this evaluation will assess the individual with respect to their ability to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research and/or professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of workplace violence policies. A member of the Graduate Faculty of the University of Georgia may have their graduate faculty status removed if they fail to meet any or all of these expectations. The school/college will then notify the Dean of the Graduate School so that they can maintain a list of active Graduate Faculty.

II. Removal outside the Tenure/ Post-tenure review process: A Graduate Faculty member may have his/her status revoked before the end of the current appointment or reappointment period, provided that the Institution has complied with procedural due process for requirements. Graduate faculty status may be removed when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research and/or professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field.
Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of work place violence policies.

The following are procedures for removal outside the tenure/post-tenure review process:

1. When a graduate student or faculty member has a complaint about the performance or behavior of a member of faculty directly related to their responsibilities as a member of the Graduate Faculty, the first course of action should be to try to resolve the complaint directly with the faculty member.

2. If the student/faculty member is unable to resolve the complaint with the member of graduate faculty, then an oral or written complaint should be delivered to the Unit Head and/or the Department Graduate Coordinator.

3. The Unit Head and/or Graduate Coordinator must investigate the complaint and work with the student/faculty member making the complaint (complainant) and the member of Graduate Faculty to attempt to resolve the issue.

4. The Unit Head and/or Graduate Coordinator must provide a written summary to the complainant and to the graduate faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue. A copy of this letter will be placed in the personnel file of the Graduate Faculty member.

5. If the Unit Head and/or Graduate Coordinator are unable to resolve the issue, then they must appoint a committee to investigate the complaint. The committee will consist of at least three members of the Graduate Faculty from the same department.

   OR

If the complainant is not satisfied with the resolutions provided by the Unit Head and/or the Graduate Coordinator, then they can make a written request to the Unit Head and/or Graduate Coordinator for the formation of a Departmental Committee to investigate the complaint. A committee consisting of at least three members of the Graduate Faculty must be appointed in response to this request.

6. The appointed committee must convene to review the complaint and to meet with all affected parties and provide a written assessment to the Unit Head and/or Graduate Coordinator with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the graduate faculty member against whom the complaint has been made and a copy will be placed in the personnel file of the Graduate Faculty member.

7. In response to the recommendation from the Committee, the Unit Head and/or Graduate Coordinator may initiate procedures for re-evaluation of the graduate faculty status of the faculty member against whom the complaint has been made.

8. Departmental Graduate Faculty will review and vote on the graduate faculty status of the faculty member and shall follow Appointment and Reappointment procedures for recommendation to the Graduate Faculty (http://grad.uga.edu/index.php/faculty-and-staff/graduate-faculty-information/graduate-faculty-procedures/) including consideration of all documentation associated with the complaint.

9. The outcome of the faculty vote together with a letter from the Unit Head and/or Graduate Coordinator and all documentation associated with the complaint will be forwarded to the Dean of the Unit.

10. The Dean of the Unit will forward this information together with a letter of recommendation to the Dean of the Graduate School.

11. The Dean of the Graduate School will forward the information for review by the
Appointment and Reappointment Committee of the Graduate Council. The committee will provide a recommendation to the Dean who will render a final decision and notify all parties as to the resolution of the matter. If the decision results in removal of Graduate Faculty status, then the Dean of the Graduate School will work with the academic unit to develop a plan of action that will allow the faculty member to reapply for Graduate Faculty status.

12. If Graduate Faculty status is removed, the faculty member has the right to make an appeal against the decision to the Provost. This appeal must be made in writing within 14 days of the Dean of the Graduate School providing notification of the removal of Graduate Faculty status.

All investigations into complaints against Graduate Faculty must be dealt with expeditiously and normally there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote by the departmental Graduate Faculty on the graduate faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to informally resolve the complaint, the Unit Head and/or Graduate Coordinator may extend the time for formal review of the complaint.

Both the faculty member and the complainant have the right to seek the advice of an attorney but attorneys are not authorized to participate in the dispute resolution process.

Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes they have been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the Unit Head and/or Graduate Coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.