

Darden College of Education

Graduate Certification Policy

Faculty assigned to teach graduate courses or supervise graduate student research must be certified for graduate instruction as required by the university faculty handbook (Certification of Faculty for Graduation Instruction, rev. April 6, 2017). The handbook requires that all faculty teaching at either the master's or the doctoral level have an earned terminal degree and meet the requirements for graduate certification as determined by their college. A completed Graduated Certification form must be on file in the dean's office for faculty to teach or conduct research with graduate students.

In the Darden College of Education and Professional Studies, graduate certification is a shared responsibility of the department chair, the college graduate committee, and the dean. Graduate certification is normally awarded for five years, after which faculty must apply for renewal. Renewal of graduate certification requires the same level of qualification as initial certification, with the added scrutiny of satisfactory graduate-level teaching in the discipline. New full-time faculty and adjuncts with terminal degrees are granted graduate certification at Level Two or Level Three for five years from the date of their hire. In such cases, approval is conducted by the department chair, the chair of the college Graduate Studies Committee (GSC; without going through the certification subcommittee), and the Associate Dean for Graduate Studies & Research. New faculty seeking Level One certification must meet the criteria described below. Faculty who hold graduate certification from an external institution may serve on thesis and dissertation committees, and approval is conducted by the department chair, the college GSC chair, and Associate Dean. University supervisors whose sole responsibility is the supervision of internships, field experiences, or student teaching are exempt from this process at the discretion of their department. University supervisors without a terminal degree may be required to have an approved T3 (Exception for Graduate Certification) on file.

Level One Certification

Level One Certification is required for faculty teaching doctoral level classes and chairing or serving on dissertation or thesis committees. According to the faculty handbook, faculty certified for instruction at the doctoral level must have evidence of substantial scholarly activity and research at the national level. Along with the terminal degree, faculty certified for Level One graduate certification are actively engaged in empirical research and have the ability to mentor students in the research process. The minimum criteria for Level One certification are holding a terminal degree and having published at least three refereed journal articles based on the professor's empirical research and the scholarship statement of the department within the last five years. Books, non-refereed articles, technical reports, or analyses of other research studies do not provide the substantive scholarly activity to qualify for Level One certification.

Level Two Certification

Level Two Certification is required for faculty teaching doctoral level classes and serving as a member (but not chair) on dissertation committees and as a member or chair of thesis committees. The minimum criteria for Level Two certification are holding a terminal degree and having published at least two refereed journal articles based on the professor's empirical research and the scholarship statement of the department within the last five years. Books, non-refereed articles, technical reports, or analyses of other research studies do not provide the substantive scholarly activity to qualify for Level Two certification.

Level Three

Level Three, master's level certification, refers to courses at the 500, 600, or 700 level. Level Three certification also applies to courses leading to the Ed.S. degree, regardless of the course number, in cases where there is a clear distinction between Ed.S. coursework and PhD level coursework. Otherwise, Level One or Level Two certification is required for co-enrolled courses or courses that will be applied to the PhD degree. Faculty who are graduate certified at Level Three teach masters level classes and participate in masters comprehensive exams. Faculty certified at this level may not teach courses leading to the doctoral degree. Faculty seeking initial Level Three certification must have a terminal degree, and must have evidence of professional contributions to the discipline. Professional contributions are defined as a record of scholarly publications, engagement in professional activity, or distinguishing characteristics that would add value to master's level preparation, according to the department's criteria of professional contributions and service. Renewal of graduate certification requires the same level of qualifications as initial certification, with the added scrutiny of satisfactory graduate-level teaching in the discipline.

Dissertation Committees

Supervising dissertation-quality research requires Level One or Level Two certification. Typical requirement for serving as a dissertation chair include previous service as a committee member and a level of empirical research deemed necessary to guide students through the dissertation process. It is recommended that first-year faculty not serve as chair of dissertation or thesis committees.

Process

The responsibility for the process of graduate level certification is specified in the university faculty handbook. In the college of education, the first level of review is the department chair. The department chair, after reviewing and approving the candidate's qualifications, submits the college graduate certification form and the necessary documents (C.V., transcripts, licensures/certifications, and the latest two (or three) empirical research publications, if applicable) to the college graduate committee for evaluation and recommendation for approval.

The college graduate committee will annually form a subcommittee for the review and recommendation of graduate certification. If the subcommittee finds that the application does not meet the criteria for certification, the application is returned to the department chair.

If the subcommittee recommends approval, the application moves to the chair of the graduate committee for approval and signature. The completed college form and required documentation of qualifications of faculty deemed eligible for certification is submitted to the dean for approval and signature.

The dean either approves or disapproves the recommendation and informs the college committee and the department of the decision. The academic dean forwards a copy of the approved college form and required documents to the Vice Provost for Graduate and Undergraduate Academic Programs. If questions arise concerning the qualifications of faculty for certification, these should be addressed to the prior level of recommendation for approval. Attempts should be made to resolve disputes among the recommending and approving authorities. An appeal may be made to the Provost and Vice President for Academic Affairs if these efforts fail to resolve the problem.

Exceptions

According to university policy, there are faculty who may be granted graduate certification who otherwise would not qualify. These instances are rare, and only granted in cases where the circumstances are clearly extraordinary. These exceptions require approval of the department chair, the college GSC chair, the

dean, and the Vice Provost for Graduate and Undergraduate Academic Programs utilizing the T3 form, not the college Graduate Certification form. A complete CV with justification as to the attributes that would make this faculty's contributions to the program extraordinary should be included with the request.

Revised 8/29/2019

Certification of Faculty Graduate Instruction

The following listed faculty member is recommended for approval for graduate instruction for the areas and period of time indicated in accordance with the policy on Certification of Faculty for Graduate Instruction, as contained in the faculty handbook. (Under Period of Approval, indicate academic year(s).)

NAME	AREA OF SPECIALIZATION	PERIOD OF APPROVAL

Faculty category:

- New hire with doctorate more than 5 years ago** (reviewed by graduate certification committee)
- Renewal** (reviewed by graduate certification committee)
 - department chair confirms individual has satisfactory graduate-level teaching in discipline**
- New hire with doctorate within past 5 years** (goes to GSC chair; do not attach articles)
- Faculty at external institution for thesis/dissertation committee** (goes to GSC chair)
 - department chair confirms individual holds graduate certification at home institution, or**
 - attach articles as below**

Level 1: Faculty member is to teach doctoral level courses and may serve as member or chair of thesis and dissertation committees; must have at least 3 peer-reviewed empirical research journal articles published with the past 5 years (**attach full text**).

Level 2: Faculty member is to teach doctoral level courses and may serve as a member of dissertation committees and a member or chair of thesis committees; must have at least 2 peer-reviewed empirical research journal articles published with the past 5 years (**attach full text**).

Level 1 Certification	
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Level 2 Certification (Individual Cannot Chair Dissertation Committee)	
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Level 3: Faculty member is to teach master's level courses. The department chair must provide evidence of professional contributions to the discipline to confirm the faculty member's qualifications for teaching graduate courses (**attach a description**). In rare circumstances, the faculty member may teach doctoral level courses or serve as a member of thesis and dissertation committees. Specific justification for such requested exceptions must be given (as an attachment).

Level 3 Certification	
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Department Chairperson (Date)

College Graduate Committee (Date)

Dean** (Date)