

Certification of Faculty for Graduate Instruction College of Health Sciences

Policy:

Full time and part time faculty who teach graduate level courses, supervise graduate student research, or serve on graduate student thesis and/or dissertation committees, shall be certified for graduate instruction. Faculty may be certified for graduate instruction at one of three levels and for up to five years. All faculty of record must hold a terminal degree in their field of expertise or a related field.

Procedure:

The process is as follows:

1. The chairperson or program director will ensure that the faculty member is certified for graduate instruction for the period of time needed to complete the course or supervision.
2. The program director will submit the “Certification of Faculty for Graduate Instruction” form and current faculty curriculum vitae.
3. The approval process includes review and signatures from: Graduate Program Director, School Chairperson, School Graduate Committee, College Graduate Committee and the Dean. These records remain in the Dean’s office.

Approval Criteria

The certification of faculty for teaching and research supervision at the graduate level is based upon academic and experiential credentials. All graduate faculty who serve as faculty of record will hold the terminal degree (levels 1 and 2). Faculty may be hired as graduate clinical faculty and not serve as the faculty of record (level 3). In addition all certified faculty will:

1. Have evidence of recent scholarly activity, or
2. Have specific relevant teaching and/or professional experience, and
3. Hold an appropriate certification/licensure if teaching or supervising students in a clinical setting.

Certification Levels

Level	Qualifications (Within the Past Five Years)	Research Supervision Responsibilities
One	A. Published minimum of two manuscripts in referred journal, or, B. Authored/edited a book, or, C. Received an externally funded grant	A. Chair thesis, dissertation, and capstone projects B. Serve as a committee member on thesis, dissertation, and capstone projects
Two	A. Published two or more abstracts from presentations at regional/national meetings, or B. Submitted manuscript(s) to referred journal, or C. Submitted external/internal grant proposal(s)	A. Chair non-thesis research projects or capstone projects. B. Serve as a committee member on thesis, dissertation, and capstone projects.
Three	A. Certified/licensed, or B. Content expert	Serve as a committee member on non-thesis and capstone projects.



College of Health Sciences

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Certification of Faculty for 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.

Name and Department of Faculty Member	
Type of involvement (check all that apply)	Clinical <input type="checkbox"/> Didactic <input type="checkbox"/>
Level of Certification	
Area(s) of Specialization	
Period of Approval (5 year maximum), e.g. 6/2010 - 6/2015	

Signatures of Approval

Graduate Program Director (Date)

Department /School Chairperson (Date)

College Graduate Committee (Date)

Dean of College (Date)

Documentation of faculty member qualifications should accompany this form.
