



## **Graduate Faculty Policy**

Appointment to the Graduate Faculty is a special appointment usually conferred in addition to a regular full-time faculty appointment. The Graduate Faculty are responsible for teaching graduate-level courses, designing the academic content of graduate degree programs, mentoring students in research settings, serving on graduate student committees, and supervising graduate students in the research and writing of theses and dissertations. Graduate Faculty are responsible for ensuring the academic and professional development of graduate students in a supportive and inclusive environment.

**Graduate Faculty Appointments:** At the time of appointment or promotion to a tenure-track or tenured position, each faculty member of the university is, by definition, automatically granted the status of Graduate Faculty by the Senior Academic Officer.

**Affiliate Graduate Faculty Appointments:** The status of Affiliate Graduate Faculty may be conferred on full-time non-tenure track faculty and other qualified members of the University. Appointment is made by the Senior Academic Officer on the recommendation of the faculty member's dean or department/program chairperson. The specific roles and contributions of Affiliate Graduate Faculty are established at the level of the relevant academic unit. The duration of the appointment may not exceed the length of the faculty member's contract.

**Extended Appointments:** When a Graduate Faculty member resigns from Loyola University Chicago, they are able to serve as members and/or chairs of theses or dissertation committees for up to one year.

**Emeritus Appointments:** When a Graduate Faculty obtains emeritus status, they are able to serve as members and/or chairs of theses or dissertation committees for up to one year, unless invited to continue serving in the role beyond one year by the faculty member's department.

**Revocation of Graduate Faculty:** An individual may have their status as Graduate Faculty revoked by the Senior Academic Officer when the individual has failed to perform the duties expected of a Graduate Faculty. Generally, the department chair or Dean would submit a recommendation to the Senior Academic Officer to revoke the faculty member's graduate faculty status. The Senior Academic Officer will consider the recommendation in their decision. In exceptional cases, revocation of graduate faculty status may also be initiated by the Dean, the Office for Equity and Compliance, the Vice Provost of Graduate Education, the Provost, or the President.

The faculty member must be informed of any recommendation to revoke graduate faculty status and must be provided with the opportunity to supply an explanatory or rebuttal statement. Any such statement by the faculty member must become a part of the recommendation considered by the Senior Academic Officer.

Faculty whose status as Graduate Faculty has been revoked may not teach graduate-level courses, design the academic content of graduate degree programs, mentor students in research

settings, serve on graduate student committees, and/or supervise graduate students in the research and writing of theses and dissertations.

**Academic Unit Policies:** Each academic unit with one or more graduate programs may have its own policy/ies regarding the responsibilities of Graduate Faculty to teach graduate-level courses, design the academic content of graduate degree programs, mentor students in research settings, serve on graduate student committees, and/or supervise graduate students in the research and writing of theses and/or dissertations.