

**COLLEGE OF PHARMACY**  
**GRADUATE PROGRAM FACULTY GUIDELINES**

**A. Qualifications for Membership in the Graduate Program Faculty.**

Members of the Graduate Faculty shall:

1. Hold a doctorate or the highest terminal degree from an accredited institution in the faculty member's discipline.

2. Demonstrate proficiency in conducting scholarly research or practice of the profession. Evidence of such proficiency includes, but is not limited to:

2.1. An active research agenda as indicated by such things as the publication of scholarly books and articles in refereed journals, the presentation of scholarly papers at professional conferences, and the securing of external grants and contracts.

2.2. Recognition of research contributions by awards, prizes, and fellowships.

2.3. Editorial work such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and professional peer review.

3. Demonstrate proficiency in supervising scholarly research of the profession. This includes, as appropriate:

3.1. Demonstrated potential to direct master's and doctoral candidates successfully.

3.2. Demonstrated success in directing master's and doctoral candidates.

**B. Rights and Responsibilities of the Graduate Program Faculty.**

Only members of the Graduate Program Faculty are allowed to

- Serve as a major professor to doctoral students.
- Serve as a major professor to Master of Science students.
- Teach 8000-9000 level courses. (With the annual approval of the relevant Department Head and the Dean of the College of Pharmacy, this requirement may be waived, allowing a specific non-Graduate Faculty member to teach these courses.)

Advisory committees for Master of Science and doctoral students are composed of at least three faculty members. For Master of Science, the committee must have a minimum of two members

who are members of the Graduate Program Faculty. Doctoral committees must have a minimum of three members of the Graduate Program Faculty. In all cases where the advisory committee consists of more than 3 faculty, greater than 50% of the committee members must be members of the Graduate Program Faculty.

In addition, members of the Graduate Program 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 Program Faculty in their academic unit.

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

Primary responsibilities of Graduate Program Faculty members include:

- Overseeing research/scholarship and training of masters and doctoral candidates.
- Preparing masters and doctoral candidates for the practice of their profession.
- Teaching advanced graduate courses as assigned by the unit head.
- Otherwise participating in the graduate program of the unit and the university.

### **C. Process for Appointment and Reappointment of Graduate Program Faculty.**

#### **1. Appointment Procedure:**

The Graduate Program Faculty within each academic unit are entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in this document (Section A, B) to the Department Head of the academic unit.

Following the recommendation of the academic unit Graduate Program Faculty, newly hired faculty may be recommended for Graduate Program Faculty appointment by a simple majority vote. This recommendation should appear in the letter of offer. Appointment to the Graduate Program Faculty cannot begin until after the first day of employment.

Faculty not recommended for appointment at the time of hire may be recommended by their unit Graduate Program Faculty at a later time.

#### **a. Appointment Process**

- i. The academic unit's Graduate Program Faculty recommend an appointee for Graduate Program Faculty status via a vote to the Department Head.
- ii. The College of Pharmacy Graduate Program Faculty (GPF) Record of Appointment/Reappointment (attached) is completed, signed and dated by the

Department Head and submitted to the Office of the Dean to the Dean's Executive Assistant.

- Whether the recommendation for Graduate Program Faculty appointment appears in the letter of offer or the recommendation was made at a later time, the College of Pharmacy Graduate Program Faculty (GPF) Record of Appointment/Reappointment (attached) should still be completed, signed and dated by the Department Head and submitted to the Office of the Dean.
- iii. The Dean will provide a letter to the faculty member approving their appointment and submit copies to:
  - Department Head
  - Department Administrative Manager
  - CoP Human Resources Coordinator
  - CoP Faculty Affairs Liaison
- iv. Once the letter is issued from the Dean, the appointment is complete.
- v. Faculty Affairs Liaison enters appointment into OneUSG connect.

## 2. Reappointment Procedure:

Review and reappointment of current Graduate Program Faculty in the College of Pharmacy will be part of the regularly scheduled reviews of faculty. For tenure and tenure-track faculty, this includes:

- The Third-Year Review of untenured tenure-track faculty.
- The tenure and promotion process.
- Post-tenure review.

The successful reviews and promotions shall result in reappointment to the Graduate Program Faculty, if a mentoring complaint has not been raised against the faculty member.

Graduate Program Faculty who are not tenured or tenure-track will be reviewed every five years or at the time of promotion or regular post-promotion review. Non-Graduate Faculty who have been approved to teach in 8000-9000-level courses must have their teaching abilities reviewed at the time of their annual evaluation.

Unit heads, based on the recommendation of the current Graduate Program Faculty in their unit, may reappoint Retired Graduate Program Faculty to Graduate Program Faculty status. Such reappointments will be subject to review every five years.

### a. Reappointment Process

- i. The College of Pharmacy Graduate Program Faculty (GPF) Record of Appointment/Reappointment (attached) is completed, signed and dated by the Department Head and submitted to the Office of the Dean to the Dean's Executive Assistant.

- ii. The Dean will provide a letter to the faculty member approving their appointment and submit copies to:
  - i. Department Head
  - ii. Department Administrative Manager
  - iii. CoP Human Resources Coordinator
  - iv. CoP Faculty Affairs Liaison
- iii. Once the letter is issued from the Dean, the appointment is complete.

#### **D. Graduate Faculty Complaints**

All investigations into complaints against Graduate Program Faculty must be dealt with expeditiously. 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 Graduate Program Faculty in the academic unit on the Graduate Program 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 he or she has 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.

#### **E. Removal/Revocation of Graduate Program Faculty Status.**

A member of the Graduate Program Faculty of the College of Pharmacy may have their Graduate Program Faculty status revoked, if they fail to meet any or all of the expectations outlined above, as assessed during the periodic review process.

Outside of the periodic review process, Graduate Program Faculty status may be revoked by the Dean of the College of Pharmacy, the Dean of the Graduate School, or the Provost. Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Program 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.

**Graduate Program Faculty status will be immediately revoked for any faculty member found in violation of UGA non-discrimination or anti-harassment regulations.**

A complaint from a graduate student or faculty member can also lead to revocation of Graduate Program Faculty status. In such cases, the following procedures shall be followed:

1. When a graduate student or faculty member has a complaint about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Program Faculty member, 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 Graduate Program Faculty member, then an oral or written complaint should be delivered to the unit head and/or the departmental 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 Graduate Program Faculty member.
4. The unit head and/or graduate coordinator must provide a written summary to the complainant and to the Graduate Program 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 Program Faculty member.
5. If the unit head and/or graduate coordinator are unable to resolve the issue, then the case will be brought to the graduate faculty on the Undergraduate and Graduate Education and Curriculum Committee to investigate the complaint.

**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 case to be brought to the graduate faculty on the Undergraduate and Graduate Education and Curriculum Committee.

6. The graduate faculty on the Undergraduate and Graduate Education and Curriculum 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 Program Faculty member

against whom the complaint has been made, and a copy will be placed in the personnel file of the Graduate Program 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 Program Faculty status of the faculty member against whom the complaint has been made.
8. Graduate Program Faculty in the academic unit will review and vote on the Graduate Program Faculty status of the faculty member and shall follow the aforementioned procedures including consideration of all documentation associated with the recommendation.
9. The outcome of the Graduate Program Faculty vote together with a letter from the unit head and/or graduate coordinator and all documentation associated with the recommendation will be forwarded to the Dean of the College of Pharmacy.
10. The Dean 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 or review to the Appeals Committee of the Graduate Council. The committee will provide a recommendation to the Dean, who will render a decision and notify all parties as to the resolution of the matter. If the decision results in revocation of Graduate Program Faculty status, then the Dean will work with the academic unit to develop a plan of action that will allow the faculty member to reapply for Graduate Program Faculty status.
12. If Graduate Program Faculty status is revoked, 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 Program Faculty status. The Provost is the final arbiter of the decision to revoke Graduate Program Faculty status.