

## **Notes on November 2024 Revisions**

In alignment with Texas A&M University's reorganization in 2022-2023, the Graduate Committee Faculty Office in the Graduate and Professional School proposed the following revisions to reflect university rearrangements and unit name changes, along with other clarifications of policy and process.

### **General Terms of Membership**

In consultation with Faculty Affairs, the Graduate and Professional School revised the policies regarding approved leaves of absence and voluntary separation from the university for Chairs of student advisory committees.

For a Chair on an approved leave of absence, with a student near completion of the degree, may continue in the role of Chair – without a Co-Chair – with necessary approvals and confirmation that the faculty member is able to engage in the required duties as Chair during the leave of absence.

For a Chair who voluntarily separates from the university, with a student near completion of the degree may continue in the role of Chair – without a Co-Chair – for up to one year, with necessary approvals. If the Chair wants to continue along with a co-chair, no additional approvals are required. Extensions beyond a one-year period (if necessary) may be granted with additional approval of the Associate Provost and Dean of the Graduate and Professional School.

These Graduate Catalog and Program Requirements changes have been incorporated.

### **Senior Associate Professors and Senior Professors**

In consultation with Faculty Affairs and the Faculty Senate, Senior Associate Professors and Senior Professors (considered Temporary or Part-Time Faculty under the *Guidelines to Faculty Titles*) have been incorporated in Section I.A on Tenured and Tenure-Track Faculty (TTF) as subject to the same requirements and eligible to hold the Chair role on established graduate student advisory committees. They are not, however, permitted to be selected as Chair for new advisory committees.

Academic Professional Track (APT) Faculty at Texas A&M University at Qatar

The requirements and process for Academic Professional Track (APT) faculty at Texas A&M University-Qatar have been separated out from the Tenure and Tenure Track faculty (TTF) section due to differences in the nomination approval process as Section I.B. Minor adjustments were made to the TAMUQ nomination process. A note has also been added that this section will automatically expire upon closure of the TAMUQ campus in 2028.

Temporary and Part-Time Faculty and Professional Staff (TFPS)

The requirements for Professional Staff at Texas A&M University, TAMU System Agencies, and Affiliated Hospitals and Clinical Organizations have been separated out as Section I.D from APT Faculty (Section I.C) due to differences in member roles. Temporary and Part-Time Faculty have also been incorporated into the section and subject to the same requirements and limitations as Professional Staff.

Clarification of Nomination Requirements and Processes

To improve clarity, details are added on required documents, nomination processes, and qualifications for each category.

## **Notes on December 2020 Revisions**

In keeping with Texas A&M University's commitment to increase interdisciplinary research in graduate and professional education by reducing barriers and fostering collaborations, the following revisions to the Graduate Committee Faculty Guidelines were adopted by the Faculty Senate on December 14, 2020. These changes eliminate the requirement that tenured, tenure-track and academic professional track faculty members must be added to the graduate committee faculty for each degree granting unit in which the faculty will serve as co-chair.

### **Tenured and Tenure-Track Faculty**

Tenured and tenure-track (T/TT) faculty may be approved to serve as co-chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the approval process for new degree plans or change in committee petitions.

### **Academic Professional Track Faculty**

Academic professional track (APT) faculty members who have been approved to serve in the chair role for a doctoral degree program may be approved to serve as co-chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the approval process for degree plan or change in committee petition.

Academic professional track faculty members who have been approved to serve in the chair role for a master's degree program may be approved to serve as co-chair on a master's advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the approval process for degree plan or committee change petition.

# Graduate Faculty Guidelines

The Graduate Faculty at Texas A&M University consists of the President, the Provost and Executive Vice President, the Associate Provosts, the Deans of all subject-matter colleges and schools, selected Directors, and properly qualified academic groups.

This document presents University policies and practices which Deans, Department Heads, and [intercollegiate faculty](#) Chairs should use in nominating members to the Graduate Committee Faculty of Texas A&M University for participation on graduate student advisory committees. This document also discusses the various roles of Graduate Committee Faculty members and describes the credentialing requirements for the Graduate Teaching Faculty. Colleges/Schools, departments, and interdisciplinary degree programs may have additional requirements that must be satisfied for appointment to the Graduate Committee Faculty. Additional requirements are subject to the review and approval of the Associate Provost and Dean of the Graduate and Professional School.

## Graduate Teaching Faculty

According to SACSCOC guidelines, faculty teaching graduate and post-baccalaureate course work should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other factors that may be considered include a master's degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field; professional licensure or certification in a related field or profession; or significant professional, research, or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements for graduate courses are automatically members of the Graduate Teaching Faculty.

Colleges/schools and departments are responsible for ensuring faculty and graduate assistants who serve as instructors of record have proper qualifications to teach the courses assigned. The Office of Faculty Affairs assumes responsibility for final verification of the teaching qualifications of all instructors of record. The guidelines for all instructional faculty, including graduate assistants, who are instructors of record for

graduate or undergraduate courses at Texas A&M University and its two branch campuses – Texas A&M University at Galveston and Texas A&M University at Qatar – are available at the [Faculty Affairs website](#).

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses – such as 691 (Research) – and other designated courses must also be members of the Graduate Committee Faculty.

## **Graduate Committee Faculty**

Appointees to the Graduate Committee Faculty participate in the graduate degree programs of the University by serving on graduate student advisory committees.

### *General Terms of Membership*

Members of the Graduate Committee Faculty are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, Texas A&M Engineering Experiment Station (TEES), Texas A&M Transportation Institute (TTI); from employees of affiliated research organizations (such as the USDA) located near Texas A&M campus sites; from affiliated hospitals and clinical organizations; and from other academic and professional institutions.

Nomination for membership on the Graduate Committee Faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty chair, or dean of a college/school (under special circumstances) of Texas A&M University and is processed as discussed in the following sections.

Appointment to membership on the Graduate Committee Faculty, although considered an honor, serves functional purposes. Appointment to membership is not for the purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership on the Graduate Committee Faculty is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education. A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which the member is pursuing a graduate degree or certificate. Individuals who have not been appointed to the Graduate Committee Faculty may not serve on student advisory committees unless special approval is granted by the Associate Provost and Dean of the Graduate and Professional School.

Academic units submit nominations through the [Graduate Committee Faculty Portal](#). The form must be completed in its entirety and with the appropriate documents uploaded. Once complete, the nomination will be submitted for approval through the workflow. For additional details on the nomination process, please refer to the [Graduate Committee Faculty Portal User Guide](#). For questions regarding access to the portal, please contact the Graduate Committee Faculty Administrative Coordinator at [GradCom@tamu.edu](mailto:GradCom@tamu.edu).

Only those who are authorized to sign and submit graduate documents by their college/school, department, or interdisciplinary degree program will be given access to the Graduate Committee Faculty Nomination Portal.

The Graduate and Professional Council expects that all Deans, Department Heads and intercollegiate faculty Chairs will regularly review the Graduate Committee Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Committee Faculty on the basis of their lack of contribution to graduate education. Before removal, the academic unit should verify that the faculty member is no longer active on any student committees. Current faculty participation on student advisory committees can be found in Compass (see the [Graduate Committee Faculty Portal User Guide](#) for assistance).

If the chair of a student's advisory committee is on an approved leave of absence, and the student is near completion of the degree and wants the chair to continue to serve in this role, a written request must be submitted to the Associate Provost and Dean of the Graduate and Professional School by the Department Head or Chair of intercollegiate faculty that the faculty member who is on an approved leave of absence

be allowed to continue to serve as chair of the advisory committee – without a co-chair – for up to one year. The request must confirm that the faculty member is able to engage in the required duties as chair during the leave of absence. Extensions beyond the one-year period (if necessary) may be granted with additional approval of the Associate Provost and Dean of the Graduate and Professional School.

If the chair of a student's advisory committee voluntarily separates from the university, and the student is nearing completion of the degree, at the student's request the chair may continue to serve in this role for up to one year. Two options are available:

1. The chair may continue, with a co-chair, without additional approval by the Graduate and Professional School. The student must select a current member of the Graduate Committee Faculty – from the student's academic program and located near the Texas A&M University campus site – to serve as co-chair of the advisory committee.
2. The chair may continue, without a co-chair, with approval. A written request must be submitted to the Associate Provost and Dean of the Graduate and Professional School by the Department Head or Chair of intercollegiate faculty to allow the faculty member to continue as chair, without a co-chair, of the advisory committee.

For both options, extensions beyond the one-year period (if necessary) may be granted with approval of the Associate Provost and Dean of the Graduate and Professional School.

Please refer to the [Graduate Committee Faculty Portal User Guide](#) for guidance on extending the NetID account and email beyond the termination date of the faculty member leaving Texas A&M University.

The Department Head or intercollegiate faculty Chair must provide notification to any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty. Faculty members have the right to appeal their removal through [University Rule 12.99.99.M0.01](#) (Faculty Grievances Procedures).

The two categories of membership are: I) Regular Member, and II) Special Appointment.

## I. Regular Members of the Graduate Committee Faculty

### **A. *Tenured and Tenure-Track Faculty at Texas A&M University***

Tenured and Tenure-track faculty (TTF) members of Texas A&M University (see the Faculty Affairs' [Guidelines to Faculty Titles](#)) are eligible to participate as members of the Graduate Committee Faculty under criteria and guidelines as established by each college/school, department, or interdisciplinary degree program. The aforementioned faculty members may serve as Chair, Co-Chair, or Member of advisory committees of master's and doctoral students.

This provision includes TTF members of the Graduate Committee Faculty who relinquish their tenure and transition to Senior Associate Professor or Senior Professor positions (with appropriate college/school Dean, Department Head, or Program Chair approval). Senior Associate Professors and Senior Professors may continue to serve in the role of Chair if the advisory committee was established through a degree plan approved prior to the individual's transition to the title. Senior Associate Professors and Senior Professors are ineligible to be selected for the Chair role during the degree plan or change in committee petition approval process after transition to these titles.

Appointment of a TTF faculty member to all roles for all graduate programs in the degree granting unit for which the individual is adloc'd may be accomplished during the hiring process through the Office of Faculty Affairs, by request of a Department Head or college/school Dean, or at a later time by the Department Head.

Appointment of a TTF faculty member to the Chair role in another degree granting unit is accomplished by its Department Head, intercollegiate faculty Chair, or college/school Dean. The academic unit will submit nominations through the [Graduate Committee Faculty Portal](#). Nominations require:

- Document(s): Nominee's current *curriculum vitae*
- Nomination Process:
  - Nomination submitted by the academic unit's designated user of the [Graduate Committee Faculty Portal](#)
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the

preceding)

- Approval by the Graduate and Professional School

TTF faculty that already hold the ability to Chair may be approved to serve as Co-Chair on a doctoral or a master's advisory committee in any degree granting unit by its Department Head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process.

#### **B. Academic Professional Track Faculty at Texas A&M University at Qatar\***

Academic Professional Track (APT) faculty members employed by Texas A&M University at Qatar (TAMUQ) are eligible to participate as members of the Graduate Committee Faculty (if permitted by department or college/school guidelines). The aforementioned faculty members may serve as Chair, Co-Chair, or Member on advisory committees for master's and doctoral students.

The academic unit will submit nominations through the [Graduate Committee Faculty Portal](#). The nominations require:

- Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support
    - Initiated by the appropriate Program Chair (Qatar Campus) and Department Head (College Station)
    - Routed through the Graduate Instruction Committee Chair (Qatar Campus), college/school Graduate Instruction Committee Chair (College Station), and college/school Graduate Operations Committee Dean (College Station)
    - Addressed to the Associate Provost and Dean of the Graduate and Professional School
    - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s).
- Nomination Process:
  - Submission of the nomination by a (College Station Campus) academic unit's designated user of the [Graduate Committee Faculty Portal](#)
  - Approval by a (College Station Campus) Department Head (or designated faculty proxy)

- Approval by the college/school's Graduate Instruction Committee Chair (or designated faculty proxy)
- Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
- Approval by the Graduate and Professional School

TAMUQ APT faculty members who have been appointed to serve in the Chair role for a doctoral degree program may be approved to serve as Co-Chair on a doctoral or a master's advisory committee in any degree granting unit by its Department Head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process. TAMUQ APT faculty members who have been appointed to serve in the Chair role for a master's degree program may be approved to serve as Co-Chair on a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty chair during the degree plan or committee change petition approval process.

1. *General Qualifications for TAMUQ APT Faculty Serving on Advisory Committees for Master's Students Only*

Minimum qualifications for APT faculty employed by TAMUQ to serve in the various roles of the Graduate Committee Faculty for master's students only are described below each role in the following section.

Chair or Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Chair or Co-Chair role on advisory committees for master's students:

- a) has an earned master's or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Member

The following minimum qualifications must be met for eligibility to serve in the Member role on advisory committees for master's students:

- a) has an earned master's or terminal degree; or
- b) an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from the TAMUQ Dean.

2. *General Qualifications for TAMUQ APT Faculty Serving on Advisory Committees for Doctoral Students*

Minimum qualifications for APT faculty employed by TAMUQ to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Chair or Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Chair or Co-Chair role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree;
- b) has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Member

The following minimum qualifications must be met for eligibility to serve in the Member role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree; or
- b) an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from the TAMUQ Dean.

\* *Section B of these Guidelines will automatically expire upon closure of the TAMUQ Campus in 2028.*

### **C. Academic Professional Track Faculty at Texas A&M University, TAMU System Agencies, and Affiliated Hospitals and Clinical Organizations**

Academic Professional Track (APT) faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations (see the Faculty Affairs' [Guidelines to Faculty Titles](#)) are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college/school guidelines), and may serve as Chair, Co-Chair, or Member of advisory committees of master's and doctoral students with appropriate approval.

The academic unit will submit nominations of the aforementioned individuals through the [Graduate Committee Faculty Portal](#). The nominations require:

- Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support
    - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
    - Routed through the college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean
    - Addressed to the Associate Provost and Dean of the Graduate and Professional School
    - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s)
- Nomination Process:
  - Submission of the nomination by an academic unit's designated user of the [Graduate Committee Faculty Portal](#)
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)

- Approval by the Chair of the college/school's Graduate Instruction Committee (or designated faculty proxy)
- Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
- Approval by the Graduate and Professional School

APT faculty members who have been appointed to serve in the Chair role for a doctoral degree program may be approved to serve as Co-Chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process. APT faculty members who have been appointed to serve in the Chair role for a master's degree program may be approved to serve as Co-Chair on a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty Chair during the degree plan or committee change petition approval process.

1. *General Qualifications for APT Faculty Serving on Advisory Committees for Master's Students Only.*

Minimum qualifications for APT faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for master's students only are described below each role in the following section.

Chair

The following minimum qualifications must be met for eligibility to serve in the Chair role on advisory committees for master's students:

- a) qualifications (a)-(d) listed below for Co-Chair role; and
- b) employed at a location near a Texas A&M campus (except for online programs).

Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Co-Chair role on advisory committees for master's students:

- a) has an earned master's or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
- d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

### Member

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students:

- a) has an earned master's or terminal degree; or
- b) an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

## *2. General Qualifications for APT Faculty serving on Advisory Committees for Doctoral Students*

Minimum qualifications for APT faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

### Chair

The following minimum qualifications must be met for eligibility to serve in the Chair role on advisory committees for doctoral students:

- a) qualifications (a)-(d) listed below for Co-Chair role; and
- b) employed at a location near a Texas A&M campus (except for online programs).

Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Co-Chair role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
- d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

Member

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree; or
- b) an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

**D. *Temporary or Part-Time Faculty and Professional Staff at Texas A&M University, TAMU System Agencies, and Affiliated Hospitals and Clinical Organizations***

Temporary or Part-Time Faculty (except Senior Associate Professors and Senior Professors – see Section A above) and Professional Staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations (TFPS) are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college/school guidelines), and may serve as Co-Chair or Member of advisory committees of master's and doctoral students with appropriate approval.

TFPS are ineligible to serve on advisory committees in the Chair role.

The academic unit will submit nominations of the aforementioned individuals through the [Graduate Committee Faculty Portal](#). The nominations require:

- Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support
    - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
    - Routed through the college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean
    - Addressed to the Associate Provost and Dean of the Graduate and Professional School
    - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s).
- Nomination Process:
  - Submission of the nomination by an academic unit's designated user of the [Graduate Committee Faculty Portal](#)
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
  - Approval by the Chair of the college/school's Graduate Instruction Committee (or designated faculty proxy)
  - Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
  - Approval by the Graduate and Professional School

#### 1. General Qualifications for TFPS Serving on Advisory Committees for Master's Students

*Only*

Minimum qualifications for Professional Staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the Graduate Committee Faculty for master's students only are described below each role in the following section.

Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Co-Chair role on advisory committees for master's students:

- a) has an earned master's or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
- d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

Member

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students:

- a) has an earned master's or terminal degree; or
- b) an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

## *2. General Qualifications for TFPS Serving on Advisory Committees for Doctoral Students*

Minimum qualifications for Professional Staff faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

### Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Co-Chair role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
- d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.

### Member

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree; or
- b) an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

### **E. Faculty and Professional Staff Employed by Other Institutions and Organizations**

Faculty and Professionals who are *not* employed by TAMU, TAMUQ, TAMUS agencies, or affiliated hospitals and clinical organizations – as listed in sections A through D – (OtherFPS) are eligible to participate as a member of the Graduate Committee Faculty (if permitted by college/school, department, or interdisciplinary degree program guidelines) and may serve as Co-Chair or Member of advisory committees of master's and doctoral students with appropriate approval.

Other Faculty and Professional Staff are ineligible to serve on advisory committees in the Chair role.

Prior to submission of a nomination, the college/school, department, or interdisciplinary degree program must:

1. Contact the TAMU Division of Research regarding [Export Control requirements](#) (see FAQ 16) if prospective nominee is employed by an international institution.
2. Sponsor an account for the prospective nominee through the university's [Technology Services](#) and provide access to a TAMU email account (through Gmail).
3. Once a University Identification Number (UIN) has been assigned, the prospective nominee must claim a NetID and create a TAMU email address through [Aggie Account Gateway](#).
4. The prospective nominee must then publish the TAMU email address to the University Directory (also through Aggie Account Gateway).
5. Prospective nominees must also complete mandatory online trainings (EIS and FERPA) before the academic unit can complete the nomination approval process.

Once all the above steps have been completed (please refer to the [Graduate Committee Faculty Portal User Guide](#) for additional assistance), the academic unit will submit nominations of the aforementioned individuals through the [Graduate Committee Faculty Portal](#). The nominations require:

- Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support

- Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
- Routed through the college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean
- Addressed to the Associate Provost and Dean of the Graduate and Professional School
- Provide sufficient evidence that the nominee meets all qualifications for the desired role(s).
- Nomination Process
  - Submission of the nomination by an academic unit's designated user of the [Graduate Committee Faculty Portal](#)
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
  - Approval by the Chair of the college/school's Graduate Instruction Committee (or designated faculty proxy)
  - Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
  - Approval by the Graduate and Professional School

1. *General Qualifications for OtherFPS Serving on Advisory Committees for Master's Students Only*

Minimum qualifications for individuals who are not employed by TAMU, TAMUQ, TAMUS agencies listed in section C, or affiliated hospitals and clinical organizations are described below each role in the following section.

Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Co-Chair role on advisory committees for master's students.

- a) has an earned master's or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the

discipline.

### Member

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master's students.

- a) has an earned master's or terminal degree, or
- b) an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

## *2. General Qualifications for OtherFPS Serving on Advisory Committees for Doctoral Students*

Minimum qualifications for individuals who are not employed by TAMU, TAMUQ, TAMUS agencies listed in section C, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

### Co-Chair

The following minimum qualifications must be met for eligibility to serve in the Co-Chair role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree;
- b) has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

### Member

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree, or
- b) an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

## **II. *Special Appointments to the Graduate Committee Faculty***

There may be times when the head of an academic department or chair of intercollegiate faculty wishes to have qualified individuals (such as from government, industry, or another university) serve on a student's advisory committee without being full members of the Graduate Committee Faculty as a Special Appointment (SA).

The academic unit will submit nominations of the aforementioned individuals through the [Graduate Committee Faculty Portal](#) (a UIN is no longer required for an SA). The nominations require:

- Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support
    - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
    - Addressed to the Associate Provost and Dean of the Graduate and Professional School
    - Provide the merits of the individual being nominated
    - List the specific student(s) whom the Special Appointment will advise
- Nomination Process:
  - Submission of the nomination by an academic unit's designated user of the [Graduate Committee Faculty Portal](#)
  - Approval by a Department Head, intercollegiate faculty Chair, or

college/school Dean (or designated faculty proxy for any of the preceding)

- Approval by the Graduate and Professional School

An individual serving as an SA on a student's advisory committee does not count toward the minimum number of Graduate Committee Faculty members necessary to form the committee, does not appear on the student's degree plan, and does not approve student documents.

**2024 Revisions approved by the Faculty Senate on 11 November 2024.**

**2020 Revisions approved by the Faculty Senate on 14 December 2020.**

**Initial guidelines approved by the Faculty Senate on 10 August 2015.**