The faculty of record is the faculty body responsible for determining the educational policies pertaining to ALL aspects of the program, including courses, credit hours, rigor, admission and progression requirements, etc. There are generally three types of faculty of record for graduate degrees and certificates, described below.

|  |
| --- |
| **Program Type and Major** |
| A. | Program Type (graduate certificate or specific graduate degree designation[[1]](#footnote-1)):  |
|  |
| B.  | Major Name[[2]](#footnote-2):  |
|  |
| C. | Contact person name:  | Email:  |
|  |
| **Choose the option below that best describes the faculty of record and respond to the relevant questions.*****For all three options, Directors of Graduate Studies (DGS)[[3]](#footnote-3) and Directors of Graduate Certificates (DGC)3 are appointed by the Graduate School dean, after consultation with the program’s respective Graduate Faculty and administration.***  |
| **Option #1** | Option #1: At the graduate level, the default faculty of record for a graduate degree/certificate[[4]](#footnote-4) are the members of the University Graduate Faculty appointed to the respective program by the dean of the Graduate School.  |
|  |
| 1a | Is Option #1 the best description of the proposed program’s faculty of record? | Yes [ ]  | No [ ]  |
|  |
|  | **If the answer to 1a is “Yes,” no further information is needed about the proposed faculty of record.**If “No,” review Option #2 and Option #3 to determine which best describes the proposed faculty of record. |
|  |
| **Option #2** | Option #2: The default faculty of record may vote to make a subset of its members the faculty of record for the graduate degree/certificate[[5]](#footnote-5). If a subset is chosen, they may also include Graduate Faculty from other units/graduate programs.  |
|  |
| 2a | Is Option #2 the best description of the proposed program’s faculty of record? | Yes [ ]  | No [ ]  |
|  |
|  | If “Yes,” respond to questions 2b – 2e below. If “No,” move to Option #3. |
|  |
| 2b | List the names and departmental affiliations of the Graduate Faculty who will be granted membership in the faculty of record. (Only members of the Graduate Faculty and those eligible to be appointed to the Graduate Faculty may be included in the faculty of record for a graduate degree/certificate.) |
|  |  |
|  |
| 2c | The director of the graduate degree/certificate must be appointed by the dean of the Graduate School, in consultation with the members of the faculty of record. | Yes [ ]  |
|  |
| 2d | The individual members of the faculty of record must be added and removed from the faculty of record by the dean of the Graduate School, after consultation with the program’s respective Graduate Faculty and administration. | Yes [ ]  |
|  |
| 2e | Members of the faculty of record must remain members of the faculty of record until removed by the dean of the Graduate School, in consultation with the members of the faculty of record. | Yes [ ]  |
|  |
| **Option #3** | For a new graduate degree/certificate that will be homed in an educational unit that does not already home a graduate degree/certificate, OR if the proposal is for a new graduate certificate whose Graduate Faculty are not the same membership as an existing graduate degree/certificate, the list of recommended initial Graduate Faculty to serve as the faculty of record must be included (space available below). The Dean of the Graduate School appoints members of the degree's/certificate's faculty of record.  |
|  |
| 3a | Is Option #3 the best description of the proposed program’s faculty of record? | Yes [ ]  | No [ ]  |
|  |
|  | If “Yes,” respond to questions 3b – 3e below. If “No,” re-review Option #1 and Option #2 to determine if either is feasible. You can also email Sheila Brothers in the Senate Council office for additional guidance. |
|  |
| 3b | List the names and departmental affiliations of the Graduate Faculty who will be granted membership in the faculty of record. (Only members of the Graduate Faculty and those eligible to be appointed to the Graduate Faculty may be included in the faculty of record for a graduate degree/certificate.) |
|  |  |
|  |
| 3c | The director of the graduate degree/certificate must be appointed by the dean of the Graduate School, in consultation with the members of the faculty of record. | Yes [ ]  |
|  |
| 3d | The individual members of the faculty of record will be added and removed from the faculty of record by the dean of the Graduate School, after consultation with the program’s respective Graduate Faculty and administration. | Yes [ ]  |
|  |
| 3e | Members of the faculty of record remain members of the faculty of record until removed by the dean of the Graduate School, in consultation with the members of the faculty of record. | Yes [ ]  |
|  |

1. MS, PhD, etc. [↑](#footnote-ref-1)
2. Philosophy, Nursing, etc. [↑](#footnote-ref-2)
3. A DGS/DGC is normally a tenured faculty member who holds the rank of associate professor or above and is a full member of the Graduate Faculty. [↑](#footnote-ref-3)
4. Option #1 is the default as established by the descriptions of voting faculty memberships in *Governing Regulations VII*, in *Section E.3.a & b, Section E.4.a*, *Section E.5.a*, and *Section E.6.a, and Senate Rules 3.2.3.1 & 3.2.3.1.2*. Options #2 and #3 are variations of the default arrangement. [↑](#footnote-ref-4)
5. The initial delegation of authority to a subset to serve as the faculty of record can always be withdrawn by the default faculty of record. [↑](#footnote-ref-5)