





### III. Certification Levels.

Faculty members may be certified for anyone of the three categories of graduate instruction certification, as appropriate. According to the Faculty Handbook,

Level I certification recognizes faculty who meet standards for scholarly and/or creative research productivity as specified by the college in which they are appointed. Faculty certified at Level I are eligible to participate in all levels of graduate education, including chairing and serving on doctoral dissertation committees and

Level II certification recognizes faculty who are engaged in scholarly and/or creative activity, but who do not meet the minimum standards for Level I certification. Faculty certified at Level II are eligible to participate in selected levels of graduate teaching as defined by the college in which they are appointed.

Level III certification recognizes faculty who possess a terminal degree but who, in lieu of measurable research activity, possess advanced professional expertise in a particular field. Faculty certified at Level III are eligible to teach specific graduate level

courses germane to their professional expertise. They may not chair

committees, although they may serve on these committees. although they may serve on these committees if their particular expertise is warranted with the approval of the department/school graduate committee, the college graduate committee, the dean or

(Policy: Certification of Faculty for Graduate Instruction, Revised and approved April 6, 2017).

Allows the full-time faculty member to teach 500 level courses.

These fulltime faculty members must have a terminal degree in their area of specialization.

They must have an emphasis in basic or discovery scholarship consistent with the definitions by AACSB or NASPAA.

The minimum requirements for certification at Level I are:

Publication of a minimum five peerreviewed journal articles, of which one must

Publication of at least three peerreviewed journal articles, of which one must be



#### IV. **Exceptional Certification**

Note: Exceptional Certifications should be reserved only for unusual cases.

In conformance with the Faculty Handbook, those faculty who do not possess a terminal degree, but who have been appointed in recognition of their exceptional scholarly creative activity or their professional expertise, can be certified for graduate instruction. The Department chair or relevant supervisor must submit the Exceptional Certification of Faculty for Graduate Instruction (Form T3) to the Office of the Provost and Vice President for Academic Affairs in accordance with the University Policy on Academic and Professional Preparation Requirements for Faculty.

For example, this exceptional certification may be used to graduate certify a faculty member who does not hold a terminal degree but who has advanced degree/certification in the appropriate field AND who demonstrates exceptional scholarly/creative activity, or significant recent professional experience that provides unique knowledge pertinent to the course.

This Certification may not be used to certify faculty for service on dissertation committees.

#### V. **Exceptions to College Policy**

Exceptions to the College graduate certification policy, such as for duration of certification and/or substitution of equivalent qualifications, will be granted only in extraordinary circumstances that must be documented in writing by the program and/or department/school. Such exceptions will require approval of the department/school committee, the College Graduate Committee,

