

Graduate Faculty Appointment Refresher Session



Graduate School
UNIVERSITY OF COLORADO BOULDER

What is a Graduate Faculty Appointment?

Any faculty member or individual whose duties include graduate level teaching, thesis/dissertation supervision, service on graduate committees, or research supervision of students must be appointed to the graduate faculty.

Note:

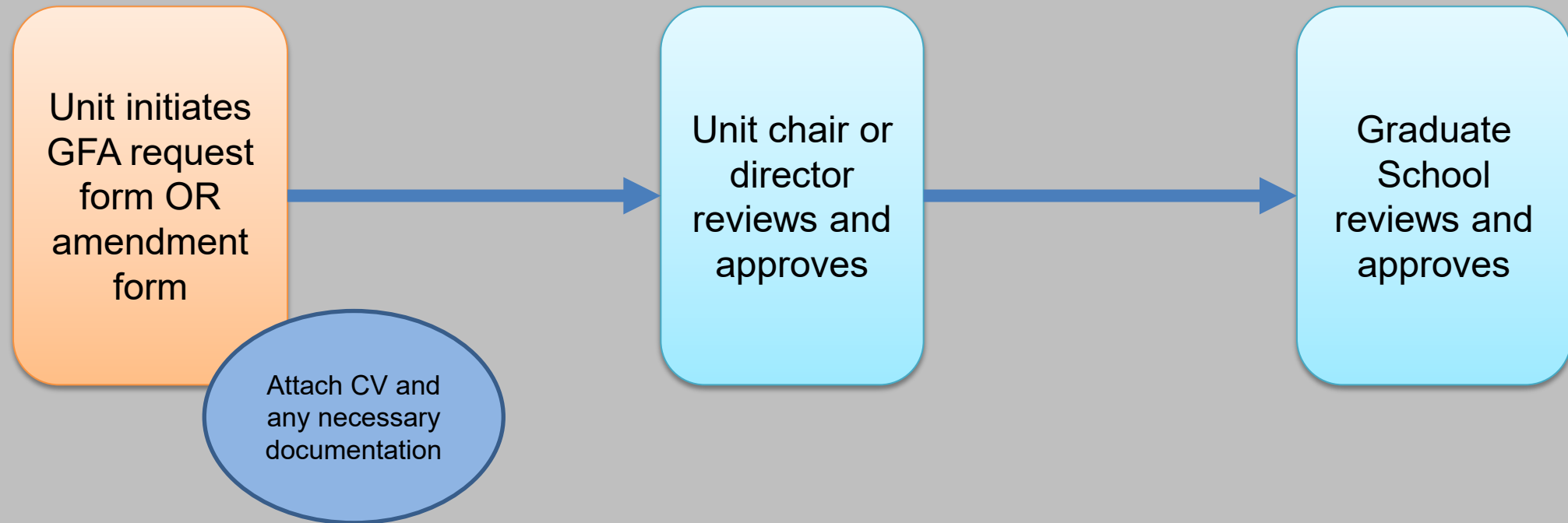
Internal approval by Dean of Graduate School, unrelated to HR status

Must be requested by a graduate degree granting “home” unit



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Graduate Faculty Appointment Process



Regular GFA

- Full-time tenure/tenure track faculty members of CU Boulder who hold the rank of Asst. Professor, Assoc. Professor, or Professor, or Research Professor
- Maximum appointment length: 7 years for tenured faculty/ next tenure review for untenured faculty
- Approved Regular member may:
 - teach graduate level courses
 - serve as chair or member on committees
 - serve as outside member on committees outside their home unit

Last Name Buffalo First Name Ralphie

Department/Program Art and Art History

Member Type Regular

☒ Appointment ☐ Reappointment Rank/Faculty or Research Title Professor

Appointment Begin (Semester/Year): Fall 2023

Appointment End (Semester/Year): Fall 2030

Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.

Requests for regular Graduate Faculty membership may be made for tenured and tenure-track faculty. A regular member may teach graduate level courses, serve on committees, serve as chair of committees, and serve as outside member for committees of students in other units. It is not necessary to list duties for regular members below.

List duties (Special appointments only)

Please attach a current, updated vita to all appointment/reappointment requests.



Special GFA

- Not full-time tenure/tenure track faculty members of CU Boulder or do not meet criteria for regular appt
 - Examples: emeritus faculty, instructor, visiting professor, faculty at outside institution, specialist from industry
 - Former regular members who have left CU but continue service
- Maximum appointment length: 3 years
- Requests for special GFA must include specific duties being requested for individual
 - Examples: serve as outside member on committee, serve on committees, and/or teach courses.

Last Name Buffalo First Name Ralphie

Department/Program Art and Art History

Member Type Special

☒ Appointment ☐ Reappointment Rank/Faculty or Research Title Artist in Residence

Appointment Begin (Semester/Year): Fall 2023

Appointment End (Semester/Year): Fall 2026

Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.


Requests for special Graduate Faculty membership may be made for individuals who are not tenured or tenure-track faculty. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. Special members are not allowed to serve as chair or outside members of committees unless specifically requested and approved through this form. Please list all of the specific requested duties for this member below.

Optional

List duties (Special appointments only)

Teach courses and serve on students' committees.

Please attach a current, updated vita to all appointment/reappointment requests.



General Qualifications for GFAs

- Graduate School rules and Higher Learning Commission guidelines expect that individuals teaching at the graduate level hold a doctoral degree or the terminal degree in the field
- Expect that individuals have a record of research, scholarship, or achievement appropriate for the graduate program



Equivalent Experience

- Equivalent experience may substitute for the credential only where the institution has determined that the individual is qualified based on experience considered to be commensurate with achievement of a doctoral degree
- Where a unit makes a request for exception based on equivalent experience, letter or memo must be included explaining how the individual was evaluated and determined to have equivalent experience
 - Follow consistent and well-defined process internally, include information in memo
 - Consider education + experience in field + recognized achievements + specialized qualifications
 - Classroom instruction alone does not constitute equivalent experience
 - Graduate students are not eligible to hold GFA



Form Options

- Appointment
 - First GFA requested on behalf of the individual
 - Use the Graduate Faculty Appointment Request form
- Re-Appointment
 - Most recent appointment has expired OR different type of appointment is requested
 - Use the Graduate Faculty Appointment Request form (select “reappointment”)
- Amendment
 - GFA “home” unit requests a change in duties to a previously approved special appointment
 - Use Graduate Faculty Appointment Amendment form

For a change in the type of appointment or end date, the Graduate Faculty Appointment request form must be used



Attachments, Review and Approval

- Every GFA request (appointment, reappointment, and amendment) must include current CV
 - CV should show highest degree awarded, experience, publications/awards etc.
- Request for GFA for individual without terminal degree must include additional information
 - Attached letter or memo must explain equivalent experience, how evaluation was made
 - Required for each reappointment/amendment
- Review by Department Chair and Graduate School
 - Initiate GFA request in advance of semester teaching or 3-4 weeks in advance of students' examination



Initiating the Form

The Graduate School's faculty and staff website includes a "[Graduate Faculty Appointment and Information](#)" section with information and forms

Graduate Faculty Appointment & Membership

Any faculty member whose duties include graduate level teaching, thesis/dissertation supervision, service on graduate committees, or research supervision of students on this campus must be appointed to the Graduate Faculty of the University of Colorado Boulder.

[+ Regular Graduate Faculty Appointments](#)

[+ Special Graduate Faculty Appointments](#)

General Qualifications

In accordance with Graduate School rules and the "[Assumed Practices](#)" policy of our accrediting body the [Higher Learning Commission](#), the Graduate School assumes that members of the graduate faculty hold a doctoral degree or the terminal degree appropriate to the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

[+ Tested Experience](#)

[+ Exceptions Based on Tested Experience](#)

Admission Information

Curriculum Development

Funding Administration

Graduate Faculty Appointment & Membership

Assisting Students with Conflict or in Distress

Training Guides & Listserv Info for Faculty & Staff

Mentoring Resources for Faculty & Staff

Forms

- » [Graduate faculty appointment request form](#)
- » [Request for amendment to a current graduate faculty appointment](#)



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GFA Request Form

Appointment Type *

Appointment ▼

Program Name *

Art and Art History ▼

Member Type *

Regular ▼

Rank/Faulty or Research Title *

Professor ▼

Appointment Begin Semester *

Fall ▼

Appointment Begin Year *

2023 ▼

Appointment End Semester *

Fall ▼

Appointment End Year *

2030 ▼

Next

Department Staff

Name (First and Last) *

Grad Program Asst

Colorado.edu Email *

gpa@colorado.edu

Department Chair

Name (First and Last) *

Department Chair

Colorado.edu Email *

department.chair@colorado.edu

Individual Requested for Membership

First Name *

Ralphie

Last Name *

Buffalo

Previous

Continue



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GFA Amendment Request

Last Name Buffalo First Name Ralphe

Department/Program Art and Art History

Rank/Faculty or Research Title Artist in Residence

Please include both the originally approved and new duties being requested. The box should include all duties requested for the individual. Type and length of appointment will remain as **Required** approved.

Teach courses, serve on students' committees and chair committees.

Please attach a current, updated vita to all amendment requests.



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Committee Member Requirements

- **All members** must have approved Graduate Faculty Appointments
 - Doctoral exams- minimum 5 members
 - Master's exams- minimum 3 members
- **Chair**
 - Regular appointment (any unit)
- **Outside member** (doctoral final examinations only)
 - Regular appointment in a different home unit
 - Special appointment specifically approved to serve as outside member
- Members **external to CU Boulder** must have special appointment
 - For the doctoral final examination, 3 of 5 members must be UCB faculty
- The Graduate School does not limit use of regular faculty from different home units



Additional Information

- To ensure compliance with Graduate School and Higher Learning Commission policies:
 - Committee members must be reviewed and approved in advance of examinations (comprehensive, final, defense etc.)
 - Teaching faculty are reviewed each semester
- Information is provided to units about expiring appointments each semester to facilitate best practices:
 - Review course scheduling or work with others to ensure GFA is in place
 - Connect with students well in advance of examination to discuss committee
- CU faculty may have an appointment in place- new GFA may not be needed
 - Check with home unit (use CU people search)
 - Questions about individual GFA status: gradinfo@colorado.edu



Questions?



Email: gradinfo@colorado.edu



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