12.99.99.C0.03 Graduate Committee Membership

Revised: June 2, 2025
Next Scheduled Review: June 2, 2030
Revision History

Procedure Summary

Graduate committees direct and advise graduate students on their theses and dissertations. This procedure outlines the eligibility criteria, privileges, and approval & termination processes for members of the graduate committees at Texas A&M University-Corpus Christi (TAMU-CC).

Procedure

1. GENERAL

    1.1. Serving on a graduate committee, although considered an honor, is designed to ensure competence in the directing and advising of graduate students. This competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

    1.2. TAMU-CC maintains a graduate committee pool from which individual graduate committees can select members.

    1.3. The President, Provost and Vice President for Academic Affairs (Provost), Executive Vice President for Research and Innovation, and deans/directors of all academic units (e.g., college, school, library) are part of the graduate committee pool as administrative appointees.

    1.4. Credentialing for graduate teaching is managed through the regular credentialing process, annual reviews, promotion and tenure reviews, and post-tenure reviews.

2. GRADUATE COMMITTEE POOL ELIGIBILITY

    2.1. The university requires all graduate committee pool members to meet the following criteria:

        (a) have a terminal degree in the member's area/discipline or related field;

and

(b) show evidence of sustained engagement with research, scholarship, and creative activity (RSCA) in the discipline or related field of study through peer-reviewed publications, creative works, externally funded grants, and/or professional practice as recognized by the individual academic units. Sustained engagement requires evidence of RSCA within the previous five (5) years.

Individual academic units may supplement these criteria with those more specific to the disciplines within the academic unit. Any supplemental criteria must be clearly identified in the academic unit's handbook.

2.2. Tenured and tenure-track faculty are members of the graduate committee pool and eligible to serve on graduate committees if the criteria in section 2.1 of this procedure are met.

2.3. Fixed-term faculty and professional staff at TAMU-CC, employees of Texas A&M University System member institutions or other institutions of higher education with appropriate accreditation, and qualified staff of federal and state agencies may be members of the graduate committee pool. Recognized scholars or professionals who do not hold a permanent appointment at TAMU-CC, including visiting and adjunct academic appointments, may also be members of the graduate committee pool. Employees of recognized agencies in other countries will be considered on a case-by-case basis. All these individuals must meet the criteria in section 2.1 of this procedure to be part of the graduate committee pool and eligible to serve on graduate committees.

2.4. The Provost or designee will confirm that graduate committee pool members are properly qualified and eligible to serve on a graduate committee prior to serving on said committee.

3. GRADUATE COMMITTEE POOL APPROVAL AND INDIVIDUAL GRADUATE COMMITTEE APPOINTMENT

3.1. All new tenured/tenure-track faculty are members of the graduate committee pool.

3.1.1. Tenured/tenure-track faculty will retain graduate committee pool eligibility as long as they sustain engagement in RSCA as evidenced in annual reviews, promotion and tenure reviews, and post-tenure reviews.

3.1.2. Reaffirmation of graduate committee pool eligibility should occur

concurrently with the tenure, promotion, and post-tenure review processes (see university rules *12.01.01.C1, Tenure* and *12.06.99.C1, Post-Tenure Review* and university procedure *33.99.04.C0.02, Promotion of Full-Time Faculty Members* for details on these processes).

3.2. Individuals who are not TAMU-CC tenured/tenure-track faculty members may also be added to the graduate committee pool.

3.2.1. The eligibility of an individual who is not a TAMU-CC tenured/tenure-track faculty member to be part of the graduate committee pool is determined by review of the candidate's most recent curriculum vitae accompanied by the graduate committee pool membership application. Individuals must be approved by the Provost in consultation with the academic program faculty, department chair, and/or dean/director, as well as the Graduate Council.

3.2.2. All graduate committee pool members who are not TAMU-CC tenured/tenure-track faculty members must undergo a successful review by the Graduate Council at least once every six (6) years to maintain eligibility to be part of the graduate committee pool.

3.3. Eligible members of the graduate committee pool are appointed to individual graduate committees by the submission and approval of the appropriate forms for master's and/or doctoral committee appointment. These forms are signed by program coordinators and department chairs of the student's program and can be found on the Graduate Education website.

4. SPECIAL APPOINTMENTS TO AN INDIVIDUAL GRADUATE COMMITTEE

4.1. An academic department at TAMU-CC may have a need for individuals to serve on a graduate committee who do not have a terminal degree in their field. Individuals may qualify for a special appointment to a graduate committee if they have demonstrated exceptional RSCA, relevant professional experience, professional licensure and certifications, honors and awards, or other competencies and achievements that would benefit the graduate student and bring expertise to the topic of study.

4.2. A graduate student in a given program may not receive a special appointment to a graduate committee in that program.

4.3. The department chair/program coordinator should indicate for which specific graduate committee the special appointment status is requested.

4.4. Special appointments to serve on a student's master's or doctoral committee

are for the duration of that student's committee and are not to exceed six (6) years. If service is required for a doctoral committee beyond six (6) years, reappointment may be requested.

4.5. An individual who holds a special appointment to serve on a graduate committee is not part of the graduate committee pool and not counted toward the minimum number of graduate committee members necessary to form a committee.

5. GRADUATE COMMITTEE MEMBER PRIVILEGES

5.1. Chairing Committees

The following eligible individuals may serve as the chair of a graduate committee:

(a) Tenured and tenure-track faculty; and

(b) Fixed-term faculty and professional staff at TAMU-CC with a terminal degree if approved by the Provost in consultation with the academic program faculty, department chair, and/or dean/director.

5.2. Co-Chairing Committees

The following eligible individuals may serve as the co-chair of a graduate committee. Eligible members listed below who are not tenured/tenure-track faculty at TAMU-CC may co-chair a committee with a TAMU-CC tenured/tenure-track faculty member.

(a) Tenured and tenure-track faculty;

(b) Fixed-term faculty and professional staff at TAMU-CC with a terminal degree if approved by the Provost in consultation with the academic program faculty, department chair, and/or dean/director;

(c) Employees of Texas A&M University System member institutions, other institutions of higher education with appropriate accreditation, and qualified staff of federal and state agencies if approved by the academic program faculty, department chair, and dean/director; and

(d) Specially appointed members meeting the eligibility requirements in section 4 of this procedure.

5.3. Graduate Faculty Representatives

The following eligible individuals may serve as a Graduate Faculty

Representative if requested by the Associate Provost or designee.

(a) Tenure and tenure-track faculty; and

(b) Fixed-term faculty and professional staff at TAMU-CC with a terminal degree if approved by the Provost in consultation with the academic program faculty, department chair, and/or dean/director.

5.4. Committee Members

The following individuals may serve a member of a graduate committee:

(a) All individuals meeting the eligibility requirements outlined in section 2 of this procedure; and

(b) Specially appointed members meeting the eligibility requirements in section 4 of this procedure.

6. TERMINATION OF GRADUATE COMMITTEE POOL MEMBERSHIP

6.1. Graduate committee pool membership terminates at the end of the appointed term or when a pool member leaves the university unless renewal documentation is submitted. Upon receiving updates to the list graduate committee pool members from the Associate Provost, the academic unit dean/director's office should notify the Associate Provost of any members who have left the university.

6.2. Graduate committee pool membership may also be terminated at any time if the pool member has been negligent and/or ineffective in the performance of their responsibilities or falls below expected engagement levels, as evidenced in annual reviews, promotion and tenure reviews, or post-tenure reviews.

6.3. A tenured/tenure-track faculty member who is placed on a development plan may have their graduate committee pool membership terminated. In such cases, termination of graduate committee pool membership may be initiated by the academic unit dean/director or on the recommendation of the faculty member's department chair and academic unit dean/director.

6.4. If termination of an individual's graduate committee pool membership is considered, the Associate Provost will notify the individual and take the following actions.

6.4.1. The Associate Provost will gather documentation and rationale for termination of their graduate committee pool membership. The individual may choose to provide evidence against termination of graduate committee pool membership eligibility to the Associate

Provost.

6.4.2. The Associate Provost will present all materials to the Provost who will make the final determination and notify the academic unit dean/director, department chair, and the individual of the decision.

6.5. Individuals may reapply for membership on the graduate committee pool upon successful completion of their professional development plan or positive evaluation in RSCA, whichever is appropriate, following the process in section 3 of this procedure.

7. APPEALS

7.1. A faculty member who is denied membership or removed from the graduate committee pool has the right to appeal following the process outlined in university procedure *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*.

7.2. A staff member who is denied membership or removed from the graduate committee pool has the right to appeal following the process outlined in university procedure *32.01.02.C0.01, Complaint and Appeal Process for Non-Faculty Members*.

Related Statutes, Policies, or Requirements

University Rule *12.01.01.C1, Tenure*
University Rule *12.06.99.C1, Post-Tenure Review*
University Procedure *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*
University Procedure *32.01.02.C0.01, Complaint and Appeal Process for Non-Faculty Members*
University Procedure *33.99.04.C0.02, Promotion of Full-Time Faculty Members*

This procedure supersedes:

- *12.99.99.C3.01, Designation of Graduate Faculty*
- *12.99.99.C0.03, Designation of Graduate Faculty*

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722