

**UNIVERSITY SENATE**  
**UNIVERSITY AT ALBANY**  
**STATE UNIVERSITY OF NEW YORK**

Introduced by: GAC

Date: April 2, 2003

**CHANGES IN POLICY ON FACULTY ELIGIBILITY TO TEACH GRADUATE  
COURSES**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. 1. Changes to the Policy on Faculty Eligibility to Teach Graduate Courses.
2. 2. That the revised policy becomes effective immediately upon final approval.
3. 3. That the bill be referred to the President for approval and implementation.

PROPOSAL FOR THE REVISION OF UNIVERSITY POLICY ON FACULTY ELIGIBILITY TO  
TEACH GRADUATE COURSES:

## FACULTY ELIGIBILITY TO TEACH GRADUATE COURSES

Graduate instruction may only be given by:

1. 1. Faculty members who hold an earned doctorate or the Master of Fine Arts (MFA); or
2. 2. Faculty members who hold the rank of associate professor or higher or;

Exceptions to allow other faculty to provide graduate instruction shall be considered within each school/college, with action on such requests by the respective school/college dean to be reported (with rationale for decision) to the Graduate Academic Council & Graduate Dean, and (without rationale) to the Registrar. It is expected that all requests for exception shall minimally contain (1) Instructor's CV or résumé (2) duration of proposed authorization (not to exceed five years), (3) course syllabus, (4) support correspondence from Chair or Program Director explaining why the exception is warranted, summarizing qualifications in relation to course content, audience, enrollment, and need. Schools/colleges may develop policy/procedures that require additional information. The Graduate Academic Council retains final authority regarding any exception to graduate instruction policy.

### Rationale:

The proposed changes indicated recognize:

1. 1. The MFA as an appropriate alternate credential for graduate instruction in the Arts.
2. 2. That variation from the default qualifying criteria is best considered *in the schools and colleges* since
  - • In many of the professional and/or applied masters degree programs, accreditation quality assurance standards may require instruction by individuals who do not possess an earned doctorate.
  - • Expedient review of requests for exception in consideration of accreditation or other professional standards is best handled in the academic units.
  - • Expedient review of requests for exception in consideration of emergency instructional situations is best facilitated by individual academic deans.
3. 3. That requests for exception to the default criteria should always contain certain information.
4. 4. That while the operational consideration of exceptions is best coordinated within each college or school, the Graduate Academic Council recognizes the desirability of uniform cross-campus quality standards and remains the University governance body ultimately responsible for graduate instructional quality assurance and does not relinquish that responsibility.