



Graduate Committee Faculty Membership and Nomination Guidelines

College of Veterinary Medicine & Biomedical Sciences

Appointment to membership on the Texas A&M University (TAMU) Graduate Committee Faculty serves the function of assuring competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership on the Graduate Committee Faculty is maintained by participation in graduate programs, including directing or administering graduate work, by conducting research and publishing, or by other direct and substantial contributions to the graduate programs of the University. This could include service on a Graduate Instruction Committee or administrative assignments in graduate education.

Graduate Committee Faculty vs. Graduate Teaching Faculty: Distinct from Graduate Committee Faculty, Graduate Teaching Faculty are automatically appointed (to Graduate Teaching Faculty rather than Graduate Committee Faculty) if they have earned a terminal degree in an appropriately related field of study. This credentialing is managed by the TAMU Dean of Faculties Office. Instructors of research courses such as 691 are required to have Graduate Committee Faculty membership.

This document details the criteria and guidelines for TAMU Graduate Committee Faculty membership established by the College of Veterinary Medicine & Biomedical Sciences (CVMBS), and augments the TAMU Graduate Committee Faculty guidelines ([Graduate Committee Faculty Guidelines](#))

Membership Categories

Membership Roles

Graduate Committee Faculty are those nominated and approved for serving in the following defined roles of master's or doctoral advisory committees, as determined by their eligibility and appropriate approval:

- **Chair** (*for PhD and MS thesis students*)
 - Is the primary mentor/principal investigator on the research project that the student is conducting for their thesis or dissertation. This individual works most closely in training and assessing the student's day-to-day progress. The chair is ultimately responsible for supporting the student fiscally.
- **Chair** (*MS non-thesis students*)
 - BIMS: Is the faculty advisor who guides the NTO MS student in completion of the professional portfolio of the capstone experience. The chair provides additional support choosing elective coursework and developing strategic professional school application.
 - Veterinary Public Health-Epidemiology (VPHE): Is the faculty member who works most closely with the student. The chair helps the student develop a degree plan, identify an appropriate professional internship or directed studies project, and helps the student prepare for employment or subsequent study.
 - Science and Technology Journalism (STJR): Is the faculty member who works most closely with the student. The chair helps the student develop a degree plan, oversees the student's internship coursework, and helps the student prepare for employment or subsequent study.

- **Co-chair** (*for PhD and MS thesis students*)
 - Is the co-mentor/principal investigator on the research project that the student is conducting for their thesis or dissertation. This individual works closely in training and assessing the student's day-to-day progress. The co-chair is expected to assume the chair role if the chair can no longer serve.
- **Member** (*for PhD and MS thesis students*)
 - Is a mentor to the graduate student, often on a specific subject-matter relevant to their thesis or dissertation. Mentors provide general guidance and content expertise, but do not participate in the primary training or assessing the student's day-to-day progress.
- **Member** (*for MS non-thesis students*)
 - VPHE: Is a mentor to the graduate student, sometimes on a specific aspect of the student's academic or professional goals. Committee members provide general guidance and content expertise, but do not participate in assessing the student's day-to-day progress.
 - STJR: Is a mentor to the graduate student, sometimes on a specific aspect of the student's academic or professional goals. Members provide general guidance and content expertise but do not participate in assessing the student's day-to-day progress.

Special Appointments

Situations may exist where the head of an academic department or chair of an intercollegiate faculty wishes to have qualified individuals serve (such as from another university, government, or industry) on a student's advisory committee without being permanent members on the Graduate Committee Faculty. An individual serving as a Special Appointment on a student's advisory committee is a **non-voting member** and does not count toward the minimum number of Graduate Committee Faculty necessary to form the committee.

Membership Eligibility

TAMU Employees

Tenured and tenure-track faculty of TAMU are eligible for Graduate Committee Faculty membership, and may serve as **chair, co-chair, and/or member** for advisory committees of master's and doctoral students with appropriate approval.

Academic professional (non-tenure) track faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible for Graduate Committee Faculty membership, and may serve as **chair, co-chair, and/or member** for advisory committees of master's and doctoral students with appropriate approval.

Professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible for Graduate Committee Faculty membership and may serve as **co-chair and/or member** for advisory committees of master's and doctoral students with appropriate approval.

Non-TAMU Employees

Faculty and professionals not employed by TAMU, TAMUS agencies, or affiliated hospitals and clinical organizations are eligible for Graduate Committee Faculty membership and are not required to be appointed as adjunct faculty for the purpose of serving on a student graduate committee. Additionally, they may serve as **co-chair and/or members** for advisory committees of master's and doctoral students with appropriate approval.

Minimum Qualifications

TAMU Tenured and Tenure-Track Faculty

TAMU tenured and tenure-track faculty of the CVMBS, by title, fulfill the minimum qualifications for all membership roles of the advisory committees for master's and doctoral students. These faculty are not automatically appointed. The department must submit a membership request, which will be administratively approved (see Nomination and Appointment Process).

TAMU Academic Professional (Non-Tenure) Track Faculty

TAMU CVMBS Academic Professional (Non-Tenure) Track Faculty make significant contributions to the research mission of the college including the training of master's and doctoral students.

*The following minimum qualifications must be met for eligibility to serve in the indicated role on advisory committees for **master's students**:*

Member role

- (a) has an earned master's or terminal degree, or an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Co-Chair role

- (a) has an earned master's or terminal degree.
- (b) has actively served on a graduate student advisory committee or held/holds an administrative assignment in a graduate program at Texas A&M or another university.
- (c) has published a scholarly work as a primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Chair role

- (a) qualifications (a)-(c) listed above for co-chair role
- (b) employment location near the city of Texas A&M campus site (except for online programs)

*The following minimum qualifications must be met for eligibility to serve in the indicated role on advisory committees for **doctoral students**:*

Member role

- (a) has an earned doctoral or terminal degree, or an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Co-Chair role

- (a) has an earned doctoral or terminal degree.
- (b) has actively served on a graduate student advisory committee or held/holds an administrative assignment in a graduate program at Texas A&M or another university.
- (c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Chair role

- (a) qualifications (a)-(c) listed above for co-chair role

(b) employment location near city of Texas A&M campus site (except for online programs)

Non-TAMU Employees and TAMU Professional Staff

*The following minimum qualifications must be met for eligibility to serve in the indicated role on advisory committees for **master's students**:*

Member role

(a) has an earned master's or terminal degree, or an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Co-Chair role

(a) has an earned master's or terminal degree.

(b) has actively served on a graduate student advisory committee or held/holds an administrative assignment in a graduate program at Texas A&M or another university.

(c) has published a scholarly work as a primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

*The following minimum qualifications must be met for eligibility to serve in the indicated role on advisory committees for **doctoral students**:*

Member role

(a) has an earned doctoral or terminal degree, or an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Co-Chair role

(a) has an earned doctoral or terminal degree.

(b) has actively served on a graduate student advisory committee or held/holds an administrative assignment in a graduate program at Texas A&M or another university.

(c) has published a scholarly work as a primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Nomination and Appointment Processes

All Graduate Committee Faculty nominations from the college for the following degree programs are reviewed by the CVMBS Graduate Instruction Committee (GIC): BIMS, STJR, and VPHE

The entire process, from nomination to appointment, typically takes 30-90 days. Primary factors influencing this timeline include the nomination submission date and the recommendations of the GIC.

If you have any questions about the nomination process or supporting materials associated with requesting Graduate Committee Faculty membership, please contact April Orcutt (aprilorcutt@tamu.edu).

Process for TAMU Tenured and Tenure-Track Faculty:

1. The departmental office submits a membership request to April Orcutt (aprilorcutt@tamu.edu), along with the following:

- a. **A completed Graduate Committee Faculty Nomination Questionnaire**
 - b. **An updated CV of the nominee**
2. The request will be routed to the chair of the CVMBS Graduate Instruction Committee (GIC), for administrative approval.
3. Following GIC administrative approval, Mrs. Orcutt initiates the workflow approval process.
 - a. The Gradcom portal workflow approval process is as follows:
 - i. Department
 - ii. CVMBS Office of Research and Graduate Studies
 - iii. OGAPS
4. Once the approval process is completed, Mrs. Orcutt notifies the department head and the nominee of the outcome.

Process for *TAMU Academic Professional (Non-Tenure) Track Faculty and TAMU Professional Staff*:

1. The individual submits a request to be nominated to their department head.
2. If applicable, the nominee's department completes any internal vetting process that is in place.
3. The department head creates the nomination packet, which consists of the following:
 - a. **A completed Graduate Committee Faculty Nomination Questionnaire**
 - b. **An updated CV of the nominee**
 - c. **A memo** confirming the department head's support of the nomination to Graduate Committee Faculty. This memo should be sent from the department head through the Associate Dean for Research and Graduate Studies, through the Chair of the CVMBS Graduate Instruction Committee (GIC), to the Associate Provost for Graduate and Professional Studies (OGAPS). The memo must include the following:
 - i. The nominee's name and UIN, along with the requested degree program and role(s). ***Please ensure that this information matches the information in the Graduate Committee Faculty Nomination Questionnaire. If they do not match, the packet will be returned for correction.***
 - ii. Evidence that the nominee meets the qualifications for the desired role(s)
 - iii. A description of how the nominee would add value to a student's committee. The more responsibility that is requested (i.e., chair) the more evidence of several of the following are usually found in successful nominations:
 1. external funding
 2. evidence of independent/leadership in research
 3. service on graduate committees
 4. corresponding authorships
4. The department head submits the nomination packet to April Orcutt (aprilorcutt@tamu.edu), where it will be reviewed for accuracy, and then routed to GIC for review and a decision.
5. Following the GIC review, the ADRGS Office will notify the department head and the nominee of the decision.
6. If the nomination is approved by the GIC, Mrs. Orcutt initiates the workflow approval process.
 - a. The Gradcom portal workflow approval process is as follows:
 - i. Department
 - ii. CVMBS Office of Research and Graduate Studies
 - iii. OGAPS
7. Once the approval process is completed, Mrs. Orcutt notifies the department head and the nominee of the outcome.

8. If the nomination is denied, the ADRGS Office will work with the department to identify a more appropriate membership role, given their training and experience.

Process for Non-TAMU employees (for standard membership and special appointments):

1. The chair of the graduate advisory committee submits a request to nominate a non-TAMU employee to the department head on behalf of the interested party.
2. The department head creates the nomination packet, which consists of the following:
 - a. **A completed Graduate Committee Faculty Nomination Questionnaire**
 - b. **A completed identity management form** (if the nominee does not have a NetID and UIN)
 - c. **A memo** confirming the department head's support of the nomination to Graduate Committee Faculty. This memo should be sent from the department head through the Associate Dean for Research and Graduate Studies, through the Chair of the CVMBS Graduate Instruction Committee (GIC), to the Associate Provost for Graduate and Professional Studies (OGAPS). The memo must include the following:
 - a. The nominee's name and UIN, along with the requested degree program and role(s) (co-chair, and/or member OR special appointment). ***Please ensure that this information matches the information in the Graduate Committee Faculty Nomination Questionnaire. If they do not match, the packet will be returned for correction.***
 - b. For special appointment only: The name, UIN, and degree program of the student on whose advisory committee the nominee is requesting to serve.
 - c. A description of the merits of the nominee
3. The department head submits the nomination packet to April Orcutt (aprilorcutt@tamu.edu), where it will be reviewed for accuracy, and then routed to GIC for review and a decision.
4. Following the GIC review, the ADRGS Office will notify the department head and the nominee of the decision.
5. If the nomination is approved by the GIC, Mrs. Orcutt processes the identity management form to generate NetID and UIN for the nominee.
6. Once the NetID and UIN are generated, Mrs. Orcutt initiates the workflow approval process.
 - a. The Gradcom portal workflow approval process is as follows:
 - i. Department
 - ii. CVMBS Office of Research and Graduate Studies
 - iii. OGAPS
7. Once the approval process is completed, Mrs. Orcutt notifies the department head, the nominee, and the student of the outcome.

If the nomination is denied, the ADRGS Office will work with the department to identify a more appropriate membership role, given their training and experience.