



FRANK BATTEN COLLEGE OF ENGINEERING AND TECHNOLOGY CERTIFICATION OF FACULTY FOR GRADUATE INSTRUCTION

All faculty assigned to teach graduate level courses or supervise graduate research must be certified according to the provisions of the following policy:

Certification Levels

Faculty may be certified at one of three levels. The certification at each level is for a five-year period. At the end of the five-year period a review is required for renewal of the certification.

Level 1

Faculty certified at Level 1 may teach 500-800 level courses, supervise graduate research, and serve on or chair thesis and dissertation committees. Only full-time faculty members holding a relevant, earned doctoral degree are eligible for Level 1 certification. The faculty must demonstrate continued scholarly productivity as evidenced by relevant, scholarly publications during the five-year period preceding the certification period to qualify for Level 1 certification. The faculty must also have demonstrated effective graduate level teaching ability for re-certification.

Level 2

Faculty certified at Level 2 may teach 500-800 level courses and serve on graduate committees but may not chair thesis or dissertation committees. Full-time faculty and adjunct faculty who hold a relevant, earned doctoral degree are eligible for Level 2 certification. The faculty must have demonstrated effective graduate teaching ability for re-certification.

Level 3

Faculty certified at Level 3 may teach only specific 500-700 level courses. A Level 3 certification is awarded only in exceptional cases to a full-time or an adjunct faculty member who has a relevant master's degree and at least 15 years of progressive professional experience pertinent to the courses he/she is certified to teach. The faculty must have demonstrated effective graduate teaching ability for re-certification. Faculty certified at Level 3 may also serve on thesis and dissertation committees if approved by the graduate program director and the department chair on a case by case basis, but they may not chair thesis or dissertation committees.

Certification Process

The chair of the certifying department, in consultation with the appropriate departmental committee and the graduate program director, is responsible for submitting the credentials to the College Graduate Committee. If the faculty member's home department is different from the certifying department, approval by the home department chair is required. The materials to be submitted include the completed college form for certification of faculty for graduate instruction and a current vita of the faculty member. For Level 3 certification the chair of the certifying department must also provide a letter justifying that an exception be made for a faculty member who does not have a doctoral degree. The College Graduate Committee then makes its recommendation to the dean of the college concerning the certification of the faculty member. The dean's decision is final.

After approval by the dean a copy of the certification form is forwarded to the Office of Academic Affairs without the supporting documents. The original form and the supporting documents are filed in the Dean's Office and a copy is filed in the certifying department.

Approved by BCET Dean's Council
July 14, 2010

Certification of Faculty for Graduate Instruction

The following faculty member is approved for graduate instruction for the areas and period of time indicated in accordance with the Frank Batten College of Engineering and Technology Policy on Certification of Faculty for Graduate Instruction and the *Faculty Handbook*.

NAME	
HOME DEPARTMENT	
CERTIFYING DEPARTMENT (if different from home department)	
AREA OF INSTRUCTION	
PERIOD OF APPROVAL [Indicate Academic Year(s)]	
HIGHEST DEGREE [Indicate Area]	

APPROVALS:

- Level 1
- Level 2
- Level 3 certified to teach the following course(s):

Home Department Chair (Date)

Certifying Department Graduate Committee (Date)

Certifying Department Chair (Date)
(if different from home department)

College Graduate Committee (Date)

Dean (Date)

NOTES:

- (1) Documentation of the faculty member's qualifications should accompany this form.
- (2) After approval by the dean, a copy of the form should be forwarded to the Office of Academic Affairs without the supporting documents.
- (3) The original and the supporting documents should be filed in the Dean's Office and a copy should be filed in the certifying department.