A GUIDE TO GRADUATE FACULTY STATUS, THE ADMINISTRATIVE APPROVAL PROCESSES, AND THE SACSCOC 18-HOUR RULE FOR GRADUATE ASSISTANTS

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Preface

This is a living document and was first prepared during Summer 2022. The Graduate School hopes you find this helpful.

Graduate Faculty Status for the LSU A&M Campus

Overarching Governing Policies

Graduate Faculty status is defined in the Board of Supervisors Regulations (Article 1. Section 2, subsection E) as "the Graduate Faculty on each campus shall consist of those members of the teaching, research, and extension faculties (PM23) who have been so designated by the Chancellor upon the recommendation of the Graduate Council acting on appropriate nomination. Such designation shall provide for classification of the Graduate Faculty as **members** or **associate members** according to their qualifications and experience".

From the LSU Faculty Senate (2012 Handbook), "the Graduate Faculty consist of those members of the teaching and research faculties (PM23) who have been so designated by the Chancellor upon recommendation of the Graduate Council acting on appropriate nomination. Such designations provide for classification as **Members**, **associate members**, or **affiliate members**, according to their qualifications and experience".

Additionally, the LSU Faculty Senate (2012 Handbook) notes the faculty members who hold the rank of adjunct professor, adjunct associate professor, or adjunct assistant professor in a department offering work for graduate credit are eligible for Graduate Faculty status as full Members or associate members, depending on their qualification (this is a secondary department appointment).

The policy of the Graduate School is that only persons appointed to the Graduate Faculty may teach graduate credit courses and serve on graduate student advisory (thesis, dissertation, doctoral committees); and normally, only associate (6A) and full Members (M and 7M) may direct (chair) theses and dissertations.

Types of Membership, Privileges, and Responsibilities[1]

Member Category[2]. The Board of Regents established to categories of Graduate Faculty: Members and Associate Members; whereas, the LSU A&M Faculty Senate established additional categories of Graduate Faculty membership. This section describes the most common eligibility qualifications and responsibilities of these categories and subcategories of membership types. Refer to PM23, PS36T, and PS36NT for definitions of faculty ranks.

[1] For faculty whose appointments are NOT on the LSU A&M, refer to other sections of the Guide.
[2] The rarely used category of *ex officio* membership is not described in this Guide.

Member (M) of the Graduate Faculty is a faculty member who holds tenure and the rank of Professor on the LSU A&M campus. Members determine policies of the Graduate School, engage in all graduate education activities, and nominate faculty for membership on the Graduate Faculty. Doctoral general and final examination committees must include two full Members of the Graduate Faculty, including one from the major department[3].

Seven-year Member (7M) of the Graduate Faculty is a faculty member who holds tenure and the rank of Associate Professor on the LSU A&M campus. Seven-year Members determine policies of the Graduate School, engage in all graduate education activities, and may nominate faculty for membership on the Graduate Faculty. Doctoral general and final examination committees must include two full Members of the Graduate Faculty, including one from the major department.

Associate Member Category. There are three subcategories of Associate membership.

Six-year associate member (6A) of the Graduate Faculty is a faculty member who holds a tenure-track position and a rank of Assistant Professor on the LSU A&M campus[4]. Associate members may engage in all graduate education activities. They may chair a thesis or dissertation committee if the committee includes at one full Member of the Graduate Faculty from the major department.

Two or three year associate member (2A or 3A) is a subcategory of membership of Graduate Faculty reserved for faculty members who have at least seven years in rank as an associate professor or professor yet who have not maintain full membership within the Graduate Faculty. Such faculty may be appointed as a two-year or more commonly to a three-year term associate member of the Graduate Faculty. Associate members may engage in all graduate education activities. They may chair a thesis or dissertation committee if the committee includes at one full Member of the Graduate Faculty from the major department.

Affiliate Member Category. Affiliate member of the Graduate Faculty is a faculty member whose position is not a tenure/tenure-track position (PS36NT) on the LSU A&M campus. Prior to Spring 2005, there was only subcategory of Affiliate Member. In the Spring of 2005, the LSU Graduate Council voted to divide the Affiliate into Research Affiliate and Professional Affiliate subcategories with the aiming of more clearly addressing teaching needs within Master's level professional programs (with an applied orientation, not a research orientation). In the Spring 2022, the Graduate Council reviewed and clarified the responsibilities, eligibility criteria, and nomination procedures for both Professional Affiliate and Research Affiliate.

[3] Information about the composition of Masters and Doctoral committees is provided in the Graduate School Catalog. A summary is provided in Appendix B. Please refer to the Graduate Catalog for details and specifics.

[4] To allow course scheduling to proceed smoothly, the 6A appointment is set for seven years. When the faculty member is promoted and awarded tenure, the seventh year of the Associate member appointment is superceded by the first year of the appointment at the 7M (seven-year member) appointment.

Affiliate members may serve[5] as members of thesis, dissertation, and examination committees. Affiliate members do not count towards the minimum number of graduate faculty required for a student's committee. Affiliate members may not chair or co-chair students' committees. Affiliate members do not determine policies of the graduate faculty. Affiliate members who have a continuing and particularly close association with a graduate instructional program may, at the special request of the Department[6], be given permission to co-chair committees and to count in the minimum.

Professional Affiliate (3P) is a person who holds a faculty rank (PM23) on the LSU A&M and whose primary responsibilities are to assist with teaching responsibilities within professional Masters degree programs. Thus, all Professional Affiliate Members must demonstrate a knowledge in and practice of the teaching discipline. (see Appendix A for a detailed description).

Research Affiliate (3F) is a person who holds a faculty rank (PM23) on the LSU A&M and whose primary responsibilities are to enhance the research expertise within the LSU A&M campus. Thus, all Research Affiliate Members must demonstrate research at the level expected of new Assistant Professors on a tenure-track line. (see Appendix A for a detailed description).

Emeritus Faculty Category (EM) is a person who held full membership (Member, M) on the Graduate Faculty and who was named to emeritus title upon retirement through the LSU System per PM-69 and PS-55. Emeritus Graduate Faculty status allows those individuals to continue to work with graduate students on masters and dissertation committees as chairs and members.

Retired, but not Emeritus member is a former faculty member who retired as a full member (Member) of the Graduate Faculty but who was NOT awarded emeritus status by the Board of Supervisors (PM69). They may serve on thesis or dissertation committees with administrative approval submitted by the Department and approved by the Dean of the Graduate School. Faculty members serving on graduate students' master or doctoral committees as chair or co-chair may continue in the role after retiring from LSU (Approved by Graduate Council on Sept 25 2018)[7].

Processes and Procedures

Graduate Faculty Status for Members and Associate members: Pathway parallel to the promotion and tenure processes (PS36T)

[5] Note: serving on a student's committee does NOT imply that an Affiliate member counts toward the Graduate School's minimum committee size.

[6] Permission is requested using the Administrative Committee Approval process

[7] Submission of an administrative approval form by the Department is needed.

For faculty who hold tenure or who are on tenure-track lines (governed by PS36T), Graduate Faculty status is designed to follow the stages of the promotion process (Table 1). The approval process associated with Promotion and Tenure (PS36T) process starts with the graduate faculty in the academic unit and the academic College and involves the Graduate Council and the Vice Provost and Dean of the Graduate School. The Departmental faculty, the academic college, the Graduate Council, and the Vice Provost & Dean of the Graduate School are the decision makers.

Table 1. Parallel tracks of the faculty ranks (PM23) and Graduate Faculty status for the commonly used statuses.

Rank (PM23)	GFS (code)	Review by Graduate Council[8]	Annual Reviews
Assistant Professor[9,10]	Associate (6A)	During promotion & tenure process	Departmental process managed by Dept Chair
Associate Professor[9,10]	Seven-year Member (7M)	During promotion process	Departmental process managed by Dept Chair
Professor[9,10]	Member (M)		Departmental process managed by Dept Chair
Emeritus Professor	Emeritus (EM)		

The Graduate School staff manages the processes. The Graduate School regularly receives a report listing all newly hired and newly promoted faculty from LSU Human Resources updates the Mainframe with the appropriate coding. In general, at least two weeks are needed for this processing once the hiring process is finalized in Workday[11].

Graduate Faculty Status for LSU Faculty who Hold an Adjunct Appointment in Another LSU Department

Tenured or tenure-track faculty who hold an adjunct assistant professor, adjunct associate professor, or adjunct professor position in a second LSU A&M academic Department that offers work for graduate credit are eligible for Graduate Faculty status as full (M or 7M) or associate (6A) members, depending on their qualifications. In most cases, Graduate Faculty status in the secondary department is at the same level as is held in the primary department. The faculty of the secondary Department, the Dean of the academic college that houses the secondary Department, the Graduate Council, and the Dean of the Graduate School are the decision makers.

[8] The Promotion and Tenure Subcommittee of the Graduate Council is the Provost's Advisory Council as noted in PS36T.
[9] The Assistant Curator, Associate Curator, and Curators rank carry Faculty status and handled equivalently to the ranks of Assistant Professor, Associate Professor, and Professor.
[10] Adjunct Assistant Professors, Adjunct Associate Professors, and Adjunct Professors are to awarded GFS by their rank (Assistant, Associate, or Professor; Faculty handbook).
[11] Departments no longer need to contact the Graduate School to initiate this process.

As above, the Graduate School staff manages this process based on the report generated once the appointment process is finalized in Workday. Again, at least, two weeks are needed for processing to be completed after the Workday process is finalized.

Graduate Faculty Status for LSU A&M Faculty who do not Hold a Tenure/Tenure-Track Position: Affiliate Member

For LSU A&M faculty whose appointments are not a tenure-track appointment, the processes by which Graduate Faculty status is requested is through the Affiliate member nomination process (Table 2). For Research Affiliate, Graduate Faculty status can be awarded to faculty who meet the research expectations equivalent to that expected for Assistant Professors (tenure-track). For the Professional Affiliate, Graduate Faculty status can be awarded to those faculty with expertise and knowledge directly relevant and applicable to the professional master's program in which the individuals would be teaching.

Table 2. Ranks that typically have been eligible for GFS and GFS category.

Ranks (PM23)[12]	Faculty Status (PM23)	Can be nominated for GFS?	Automatic initial appointment to GFS with nomination package as part of hiring?	If approved, the GFS category the person holding rank would hold (code)	Would there be a review by the Graduate Council
Assistant Professor - Research, Associate Professor - Research, and Professor – Research	Yes	Yes	Yes	Affiliate (usually 3F)	Every three years
Assistant Professor – Professional Practice, Associate Professor – Professional Practice, and Professor – Professional Practice	Yes	Yes	Yes	Affiliate (usually 3P)	Every three years

For NEW hires, the Graduate School staff manages this process based on the report generated once the appointment process is finalized in Workday (see above). Again, at least, two weeks are needed and there is no need to contact the Graduate School as the Graduate School will base any changes on the report generated by Workday. For RENEWALS, the Graduate School staff handles this process through Infoready (https://lsu-gradschool.infoready4.com/#).

[12] Full-time appointment required

Privileges and Responsibilities

The various categories of Graduate Faculty status carry different levels of responsibilities and privileges (Table 3).

Table 3. Responsibilities and privileges of Graduate Faculty

	Member (M)[13]	Seven-Year Member (7M)[13]	Associate Member (6A, 3A, 2A)[13]	Research Affiliate (3F)	Professional Affiliate (3P)
Graduate-level courses	May teach at all levels, including research courses	May teach at all levels, including research courses	May teach at all levels, including research courses	Typically, Research Affiliates do not have any teaching responsibilities.	Must have approval granted through Administrative Course Approval process and may only teach at Masters level (courses numbered below 8000)
Masters thesis and non-thesis committees	Chair, co-chair, count in minimum, and serve.	Chair, co-chair, count in minimum, and serve	Chair, co-chair, count in minimum, and serve	May serve on committees; however, must have approval through Administrative Committee approval process to co-chair and/or count in minimum	Typically, Professional Affiliates do NOT serve on students' committees.
Doctoral Committees	Chair, co-chair, count in minimum, and serve	Chair, co-chair, count in minimum, and serve	Co-chair and count in minimum, and serve	May serve; however, must have approval through Administrative Committee approval process to co-chair and/or count in minimum	May not serve on Doctoral committee.

[13] Eligible to serve as Dean's Representative on committee outside of home department. See https://www.lsu.edu/graduateschool/deansrepresentative.php for detailed information.

Review, Renewal, and/or Revocation of a Person's Graduate Faculty Status

Departmental review and evaluation of all faculty (regardless of rank or tenure status) occurs annually on the LSU A&M[14] campus. This annual review process includes an assessment of a person's Graduate Faculty status. In the annual evaluation, the department chair will consider whether the graduate faculty member has demonstrated a current and sustained record of scholarly or creative activities consistent with the standards for Graduate Faculty status. Based on the evaluation, the department chair will recommend to the academic dean: continuation, conditional continuation, change, or removal.

If a faculty member disagrees with a conditional continuation, a change, or a removal of Graduate Faculty status as made by the Department Chair, then the faculty member must submit a current CV to the academic dean, who makes the final determination of the Graduate Faculty status. Any changes in Graduate Faculty status must be justified, documented, and reported to the Vice Provost & Dean of the Graduate School. Any changes in Graduate Faculty status must be justified, documented, and reported to the Vice Provost & Dean of the Graduate School.

In some rare instances involving egregious actions, personnel from LSU Legal, Human Resources, Office of Research and Economic Development, or Title IX offices can request an immediate removal a person's Graduate Faculty status. In such cases, the Graduate School will remove that person's Graduate Faculty status while the person, department, academic college, Graduate Council, and Provost seek a resolution.

[14] In addition, during the promotion process (PS36T and/or PS36NT) or renewal of Affiliate membership, there is a review of Graduate Faculty status by the departmental faculty, department chair, academic Dean, and the Graduate Council.

Graduate Faculty Status for Faculty with Appointments in the LSU AgCenter

Policy and Procedure

In a memorandum (dated June 19 2019), the Graduate Faculty status for tenured or tenure track faculty with 100% appointments of which 50% or greater is research on the LSU AgCenter campus are articulated. As LSU A&M and the LSU AgCenter share common leadership (for example, the Vice President of Agriculture is also the Dean of the College of Agricultural); a parallel process of awarding Graduate Faculty status was approved by LSU A&M and LSU AgCenter leadership (Table 4).

Table 4. Summary of parallel tracks of Graduate Faculty status for AgCenter employees

LSU (Full Time and Joint Appointment between LSU and AgCenter) Current	AgCenter (Full Time with no appointment with LSU and with at least 50% research appointment in AgCenter) Proposed	All other AgCenter faculty
Newly hired assistant tenure track faculty; automatic seven-year associate member (6A) of the graduate faculty	Newly hired assistant tenure track 50% research faculty; automatic seven-year associate member (6A) of the graduate faculty	Must use the Administrative course or Administrative committee approval process to an exception to supervise student research and/or teach a course for graduate credit
Promotion to associate professor with tenure; appointment full member (7M) of graduate faculty	Promotion to associate professor with tenure 50% research faculty; appointment full member (7M) of graduate faculty[15]	
Promotion to professor with tenure; appointment to Member (M) of the graduate faculty	Promotion to professor with tenure 50% research faculty; appointment to Member (M) of the graduate faculty[12]	
Annual evaluations either continue, reduce, or remove graduate faculty status	Annual evaluations either continue, reduce, or remove graduate faculty status[16]	
Faculty member on warning because of poor performance can be placed on three-year appointment	Faculty member on warning because of poor performance can be placed on three-year appointment[17]	

[15] As part of the promotion process, these cases will be considered by the Provost Advisory Committee (PAC) as a subset of the Graduate Council. A majority vote of the PAC supporting full member of the graduate faculty is required.

[16] Each year by June 30 the AgCenter will send a list, signed by the Vice President of Agriculture, of faculty members with graduate faculty status to the Graduate School. The list should include the faculty members' name, department, rank, type of graduate status (associate including subcategory or member including subcategory), percent research assignment, and an indication as to satisfactory or unsatisfactory annual review.

[17] At any time an AgCenter faculty member with graduate faculty status is given warning due to poor performance, a communication will be sent to the Graduate School with pertinent information regarding the poor performance. The same process as followed for LSU faculty will be used for consideration of status.

Graduate Faculty Status for Faculty with Appointments at Southern University

Policy and Procedure

In a memorandum of understanding (revised February 22 2001), Southern University and A&M College – Baton Rouge (SU-BR) and LSU and A&M College – Baton Rouge (LSU) established a collaborative exchange of Graduate Faculty whereby SU-BR will honor the Graduate Faculty status of LSU faculty members and vice versa.

Guidelines are

1. Only one member of a student's committee may be from the other university.
2. To participate in this program, a faculty member must be a member of the Graduate Faculty (and in good-standing) at their home institution.
3. Only SU-BR graduate faculty members with "Doctoral Research Faculty" status can serve on Ph.D. dissertation committees at LSU. However, SU-BR graduate faculty members with "Graduate Studies Faculty" status may serve on only Master's thesis committees at LSU.
4. A graduate faculty member can serve as a chair of a student's thesis/dissertation committee only at their home institution.
5. A graduate faculty member from one institution may serve as co-chair on a committee at the other institution. However, to serve as a co-chair, a faculty member must have a graduate faculty rank and status that allows them to chair a committee at their home institution.
6. The normal method used in graduate faculty appointment to students' thesis/dissertation committee at each institution are followed.
7. Each institution will honor the Graduate Faculty status of faculty members from the other institution, taking into account the two levels of SU-BR Graduate Faculty status (item 3).

SACSCOC 18 Hour Rule for Graduate Teaching Assistants 3

Policy

LSU A&M does not allow LSU graduate students[18] to teach graduate-courses in which other LSU graduate students are enrolled. In addition, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy states that graduate teaching assistants must have a masters in the teaching discipline or 18 **graduate** semester hours in the teaching discipline. Also, SACSCOC requires direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations (Standard 6.2a).

The SACSCOC standard applies to courses offered for credit. SACSCOC requires information for all full-time and part-time faculty teaching credit courses that can be part of a degree, certificate, diploma, and other credential. Therefore, if the graduate assistant is the Instructor of Record for a course offered for credit, then that graduate assistant must have a Masters or 18-hour of graduate credit in the teaching discipline.

In addition, PS21 states that **only** graduate assistants who are listed a Teaching Assistant3 (in Workday) may serve as Instructors of Record and that they must meet the SACSCOC requirements. Graduate students who are TA1s and TA2 do NOT have to meet the SACSCOC criteria, but TA1s and TA2 may NOT be assigned as the Instructor of Record.

Please see the LSU Faculty Credentials and Qualifications Manual for additional information.

Process

Approval for graduate assistants serving as TA3s to serve as Instructors of Record is handled through the OAA process, Alternative Credentials; (see "Alternative Credentials" Job Aid). Once approved, information must be entered into the "Faculty Credentials" application via myLSU (see "Faculty Credentialing" Job Aid). The Graduate School is one of the approvers on OAA process. In addition, the student must be listed as a TA3 in Workday.

Approval for graduate assistants serving as TA1s and TA2s is through the Graduate School's Infoready process (https://lsu-gradschool.infoready4.com/#).

[18] This section is about SACSOC requirements and does NOT address English language proficiency requirements.

Administrative Approval Processes for the LSU A&M Campus

Regarding the Administrative COURSE Approval Request Process

At LSU A&M, a student may receive graduate credit only for a courses taught by members of the Graduate Faculty or other persons approved in advance by the Vice Provost & Dean of the Graduate School. The process to request approval for persons who are not members of the Graduate Faculty to teach is the Faculty Credentialing (the Administrative Course Approval process was merged with the Alternative Credentialling Process in August 2022). Departments complete the Alternative Credentialling process, the Graduate School is one of the approvals within that process.

Regarding the Administrative COMMITTEE Approval Request Process

Faculty who are members of the LSU A&M campus Gradate Faculty may serve on students' committees (see earlier sections of Guide). There are situations when a student's committee is enhanced by adding a person who does not hold LSU Graduate Faculty status. Usually these requests are for faculty from other Universities (Institutes, governmental agencies, etc) to serve on a student's committee. The process by which approval is requested and granted is the Administrative Committee process. This process used to completed using the Infoready portal. The Graduate School recently (late Fall 2022) began using the "Application for Degree and Degree Audit" form for degree audits (as intended) and as the basis of the Administrative Committee Approval process. The Departments no longer need to submit through Infoready. The Departments need to make sure that students submit Degree Audit forms in a timely manner as that is now used for two processes within the Graduate School.

Speaking only about the Administrative Committee Approval, the Graduate School will only reach out to the Departments if clarification is required or the if committee is not approved (no news is good news).

Our pilot was in conducted in late Fall2022 and the pilot worked very well. In Spring 2023, we fully expect to run into a few bumps, we ask that you work with us during this transition.

Appendix A.

During the Spring 2022 semester and at the request of the Graduate School, the Graduate Council clarified the purpose, the privileges & limitations, and the eligibility criteria for both the Professional Affiliate and the Research Affiliate. The revised descriptions are below.

Professional Affiliate (3P)

The purpose of the Professional Affiliate is to assist with teaching responsibilities within professional Masters degree programs. Thus, all Professional Affiliate Members must demonstrate a knowledge in and practice of the teaching discipline.

Privileges & Limitations

- May teach courses for graduate credit.
- May NOT be Instructor of Record for any 8000-level or 9000-level course.
- May serve on Masters students' theses and non-thesis committees as a member, but does not count in the minimum.
- May not chair or co-chair on ANY committee (thesis, non-thesis, dissertation).

Eligibility

- Must hold a Rank that carries Faculty Status (refer to PM23).
- Must hold a Rank governed by PS36NT.
- Must demonstrate evidence of expertise or knowledge that is directly relevant and applicable to the professional Masters program in which the individual will be teaching.
    - Evidence would be the nominee holding the terminal (highest) degree offered by the unit in which the nominee would be teaching. (See the General Catalog for a current listing of the terminal (highest) degree offered under "All Degree Programs")
    - If the nominee does not possess the terminal (highest) degree, then expertise is defined in terms of recent activities recognized by the teaching area as indicative of excellence.
        - Appropriate indicators may include but are not limited to terminal degrees in a related and relevant area; professional certification; licensure, diplomas, or record of professional practice; and demonstrated professional excellence through performances, exhibitions, presentations, professional publications, or national awards.
    - Evidence of teaching experience is required.

Terms

- Individuals nominated for Professional Affiliate Membership may be appointed to a renewable, three-year term

Nomination Package

- Materials from Nominee

    - The nominee must provide a letter in which the nominee clearly states how their efforts will enhance graduate education within the degree program
    - Nominee must complete section 1 of the Title IX Sexual Harassment Authorization form and return that completed form to the nominating unit
- Materials from Nominating Unit
    - The unit making the nominating must offer coursework for graduate credit.
    - The nominating unit must also provide a letter stating how the nominee's role will enhance graduate education and summarizing the nominee's qualifications to teach within the degree program. If the nominee does not hold the terminal (highest) degree, the justification should address the evidence of expertise of the nominee.
    - The nominee's current CV must be provided as part of the nomination package and all nominations for renewal of appointment.
    - The nominating unit must contact either the Title IX office or the HR at the nominee's home institution for information needed to complete Section 2 of the Title IX Sexual Harassment Authorization form.
    - The nominating unit must submit the completed Title IX form as part of the nomination package.

Research Affiliate (3F)

The purpose of the Research Affiliate is to enhance the research expertise within the LSU A&M campus. Thus, all Research Affiliate Members must demonstrate research at the level expected of new Assistant Professors on a tenure-track line.

Privileges & Limitations

- May teach courses for graduate credit.
- May serve on Doctoral dissertation, Masters theses committees, and Masters non-thesis examination committees, but may not Chair or co-Chair ANY committee.
- Does not count toward the minimum number required for the committee composition.

Eligibility

- Must hold a Rank that carries Faculty Status (refer to PM23).
- Must hold a Rank governed by PS36NT
- Must have evidence of scholarly research at the level of that of Assistant Professors (tenure track).
    - Evidence would be the nominee holding the terminal (highest) degree offered by the unit in which the nominee would be teaching. (See the General Catalog for a current listing of the terminal (highest) degree offered under "All Degree Programs")
    - Evidence would be a current and sustained record of scholarly or creative activities indicated by publications in recognized journals in the field, books, and exhibitions or performances.

Terms & Criteria

- Individuals nominated for Research Affiliate Membership may be appointed to a renewable, three-year term

Nomination Package

- Materials from Nominee:
    - The nominee's current CV must be provided as part of the nomination package and with all nominations for renewal of appointment.
    - The nominee must provide a letter in which the nominee clearly states how their efforts will enhance graduate research expertise within the degree program.
    - Nominee must complete section 1 of the Title IX Sexual Harassment Authorization form and return that completed form to the nominating unit.
- Materials from Nominating Unit:
    - The unit making the nominating must offer course work for graduate credit.
    - The unit nominating must provide a letter stating how the nominee's role will enhance graduate research and summarizing the nominee's research qualifications. If the nominee does not hold the terminal (highest) degree, the justification should address the evidence of expertise of the nominee.
    - The nominating unit must contact either the Title IX office or the main HR at the nominee's home institution for information needed to complete Section 2 of the Title IX Sexual Harassment Authorization form.
    - The nominating unit must submit the completed Title IX form as part of the nomination package.

Appendix B: Composition of Student Committees as Related to Graduate Faculty Status

Masters Committees

Minimum number of people who must be on a Masters committee: three (3)

1. One of the members of the committee MUST be either Member (M) or seven-year Member (7M) of the Graduate Faculty.
2. Faculty who are Associate Members (6A) on Graduate Faculty do count toward the minimum of three members.
3. The approval of the VP&D of the Graduate School is required for Affiliate Members to count in the minimum and/or to co-chair a committee. This approval is sought through the administrative approval process.
4. The approval of the VP&D of the Graduate School is required for people who do not hold graduate faculty status at LSU (faculty from other Universities is the most common example) to serve on a committee, to count in the minimum, and/or to co-chair a committee.

Table A1. Examples of Masters Committee composition

Example - Committee member 1 (counts in minimum)	Example - Committee member 2 (counts in minimum)	Example - Committee member 3 (counts in minimum)	Example Committee member 4, 5, etc (do NOT count in minimum)
M or 7M	M or 7M or 6A (3A, 2A)	M or 7M or 6A (3A, 2A)	M or 7M or 6A(3A, 2A) or 3F or AA
One of these three MUST be from major Department			
Chair must be from major Department			
Chair may hold M, 7M, or 6A (3A, 2A) status			

Doctoral Committees

1. Minimum number of people who must be on a Doctoral committee: three (3)
2. Two of the members of the committee MUST be either Members (M) or seven-year Member (7M) of the Graduate Faculty.
3. Faculty who are Associate Members (6A, 3A, 2A) on Graduate Faculty do count toward the minimum of three members.
4. The approval of the VP&D of the Graduate School is required for Affiliate Members to count in the minimum and/or to co-chair a committee. This approval is sought through the administrative approval process.
5. The approval of the VP&D of the Graduate School is required for people who do not hold Graduate Faculty status at LSU (faculty from other Universities is the most common example) to serve on a committee, to count in the minimum, and/or to co-chair a committee.

Table A2. Examples of PhD committee composition

Example - Committee member 1 (counts in the minimum)	Example - Committee member 2 (counts in the minimum)	Example -Committee member 3 (counts in the minimum)	Example – Committee member 4, 5, etc (do NOT count in the minimum)
M or 7M	M or 7M	M or 7M or 6A (3A, 2A)	M or 7M or 6A(3A, 2A) or 3F or AA
One must be from major department			
Chair must be from major department			
If Associate member (6A) is the Chair, then there must be a Member (M or 7M) as the co-chair			