Quick Guide: Graduate Course Instructor

The primary instructor of record for graduate courses (500 to 899) MUST be either A) member of the graduate faculty or B) approved to teach a specific course.

A) Faculty members at NCSU are not automatically members of the graduate faculty. They must be nominated and approved. This provides all the rights and responsibilities of graduate faculty.

Forms for appointing faculty as associate or full members:
http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html

“The necessary qualification for consideration as an associate member of the graduate faculty is appointment at the rank of assistant professor or higher, including special faculty appointments (adjunct, visiting, clinical, extension, practicum, research, teaching, and federal contractual employees, such as USDA, DOI, U.S. Forest Service, etc.) categories. Graduate faculty status is awarded upon recommendation by the Department Head or Director of Graduate Programs (DGP) and approval by the Dean of the Graduate School. “

B) In special cases other individuals may be given permission, for teaching only, specific graduate courses.

Forms for appointing Non-Graduate Faculty to Teach Graduate Courses:
http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html

“The Department Head or the Director of Graduate Programs, if so designated, will complete the Request for Non-Graduate Faculty to Teach Graduate Courses form, attach the instructor’s current curriculum vita and forward it to the Dean of the Graduate School.”

Ref: Graduate Handbook- Graduate Faculty
http://www.ncsu.edu/grad/handbook/sections/1.3-grad-faculty.html#C

(G. Hodge 1/6/2011)