

<p style="text-align: center;"><b>University Policy Statement California State University, Fullerton</b></p>
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## UPS 270.103

# STAFFING OF 500-LEVEL GRADUATE COURSES

- I. The faculty (university, college, school, divisional or departmental, as appropriate) who have oversight of graduate programs shall develop appropriate written standards for ensuring that only well-qualified and expert faculty are assigned to teach 500-level graduate courses. Such written standards shall be subject to approval by college deans and by the Associate Vice President, Academic Programs; and shall be reviewed not less frequently than coincidentally with accreditation or program performance reviews.
  
- II. In cases where no written college, school, divisional or departmental standards have been adopted, these standards shall be used by personnel committees, chairs, and/or college deans as appropriate, as they evaluate the suitability of faculty for graduate-level teaching.
  - A. Normally, 500-level graduate courses shall be taught by permanent (tenured or tenure-track) faculty who have demonstrated mastery of the course topic by publications, creative exhibitions, or performances in the discipline.
  
  - B. Temporary faculty (full or part-time lecturers) may be assigned to teach graduate courses after appropriate personnel review, subject to the approval of the college dean. Criteria for assessing the suitability of temporary faculty for graduate course teaching shall include a demonstration of mastery of the course topic by:
    - (1) Possession of the appropriate terminal degree (e.g., Ph.D. or M.F.A.);  
or
    - (2) Appropriate publications, creative exhibitions, or performances in the discipline;  
or
    - (3) Sufficient practical and applied experience.

**EFFECTIVE DATE: April 19, 2006**

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**Source: Graduate Education Committee**