

Darden College of Education

Graduate Certification Policy

Faculty assigned to teach graduate courses or supervise graduate student research must be certified for graduate instruction as required by the university faculty handbook (Certification of Faculty for Graduation Instruction, rev. April 6, 2017). The handbook requires that all faculty teaching at either the master's or the doctoral level have an earned terminal degree and meet the requirements for graduate certification as determined by their college. A completed Graduated Certification form must be on file in the dean's office for faculty to teach or conduct research with graduate students.

In the Darden College of Education and Professional Studies, graduate certification is a shared responsibility of the department chair, the college graduate committee, and the dean. Graduate certification is normally awarded for five years, after which faculty must apply for renewal. Renewal of graduate certification requires the same level of qualification as initial certification, with the added scrutiny of satisfactory graduate-level teaching in the discipline. New full-time faculty and adjuncts with terminal degrees are granted graduate certification at Level Two or Level Three for five years from the date of their hire. In such cases, approval is conducted by the department chair, the chair of the college Graduate Studies Committee, field experiences, or student teaching are exempt from this process at the discretion of

their department. University supervisors without a terminal degree may be required to have an approved T3 (Exception for Graduate Certification) on file.

dean, and the Vice Provost for Graduate and Undergraduate Academic Programs utilizing the T3 form, not the college Graduate Certification form. A complete CV with justification as to the attributes that would make this faculty's contributions to the program extraordinary should be included with the request.

Revised 8/29/2019



Renewal

department chair confirms individual has satisfactory graduate-level teaching in discipline

New hire with doctorate within past 5 years

Faculty at external institution for thesis/dissertation committee

department chair confirms individual holds graduate certification at home institution, **or**
 attach articles as below

Level 1: Faculty member is to teach doctoral level courses and may serve as member or chair of thesis and dissertation committees;
(attach full text).

Level 2: Faculty member is to teach doctoral level courses and may serve as a member of dissertation committees and a member or chair of thesis committees;
(attach full text).

Level 1 Certification	
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Level 2 Certification
(Individual Cannot Chair)

Level 3: Faculty member is to teach master's level courses.

attach a description

Level 3 Certification	
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