100 Graduate Faculty Handbook

101 Introduction
Graduate education is an integral component of Armstrong Atlantic State University (herein Armstrong). Armstrong’s graduate programs provide graduate education and applied research experiences for students in selected disciplines. The faculty and students create an atmosphere of academic scholarship and investigation which provides graduates with values and skills in their disciplines. The goal of graduate education at Armstrong is to produce graduates with advanced knowledge in their fields so that they are prepared to address issues of significance and provide service to the communities that they serve.

The purpose of this handbook is to provide faculty members with information about Armstrong graduate studies and graduate faculty governance. This handbook supplements the university’s Faculty Handbook. In any case where the two documents conflict, the university’s Faculty Handbook controls.

102 Organization of Graduate Studies

102.1 Academic Organization
Each graduate program at Armstrong Atlantic State University is led by a graduate program or department head who in turn reports to a dean of a college. The deans of the colleges are primarily responsible for the academic mission and administrative concerns of the graduate programs under their purview. The deans report to the provost and vice president of academic affairs (herein provost) and, ultimately, to the president of the university.

102.2 Administrative Organization
Admission and registration staff report to the registrar and associate vice president for enrollment services. The associate vice president for enrollment services reports to the provost and, ultimately, to the President of the University.

102.3 Coordinating Leadership
The provost shall designate an assistant/associate vice president for academic affairs to serve as an organizational liaison for all work in graduate studies.

103 Academic Units
Armstrong’s academic units consist of four colleges: the College of Education, the College of Health Professions, the College of Liberal Arts, and the College of Science and Technology.

103.1 College of Education
The College of Education includes the Departments of Childhood and Exceptional Student Education; and Adolescent and Adult Education. The College of Education provides graduate programs of study in
adult education and community leadership, curriculum and instruction, early childhood education, middle grades education, and special education.

103.2 College of Health Professions
The College of Health Professions includes the Health Sciences; Medical Laboratory Sciences; Nursing; Rehabilitation Sciences; Radiologic Sciences; and Respiratory Therapy. The College of Health Professions provides graduate programs of study in adult health clinical nurse specialization, adult nurse practice, advanced practice nursing, clinical informatics, communication sciences and disorders, health services administration, gerontology, nursing, nursing administration, physical therapy, public health, sports medicine, and strength and conditioning.

103.3 College of Liberal Arts
The College of Liberal Arts includes the Departments of Art, Music, and Theater; Criminal Justice, Social, and Political Science; Economics; History; Languages, Literature, and Philosophy; and Military Science. The College of Liberal Arts provides graduate programs of study in criminal justice, cyber affairs and security, gender and women’s studies, history, and liberal and professional studies.

103.4 College of Science and Technology
The College of Science and Technology includes the Departments of Biology; Chemistry and Physics; Computer Science and Information Technology; Mathematics; and Psychology. The College of Science and Technology provides a graduate program of study in computer science.

104 Graduate Faculty Governance

104.1 Graduate Affairs Committee

104.1.1 Mission
The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.

104.1.2 Duties
The committee will act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws; develop, review, and keep current all policies and procedures affecting graduate-level recruitment, admissions, progression through programs, retention, and graduation; approve the list of graduate students for fall and spring commencements; receive reports from the Graduate Student Coordinating Council; establish and maintain the following subcommittees (Graduate Faculty Status committee, Graduate Student Appeals committee, Graduate Curriculum committee), and receive and act upon their recommendations; and report to the Senate regarding all matters related to graduate school programming.

104.1.3 Meetings
Regularly scheduled meetings will convene during fall and spring semesters at least once per month from August through April. Special meetings may be called by the provost, the associate vice president for academic affairs, or the chair of the committee in consultation with the membership.

104.1.4 Reports
Upon approval of the minutes from each meeting, the committee will report its actions to the Senate, including all actions originating from its various subcommittees.

104.1.5 Membership
The committee will be composed of one graduate faculty member with associate or full graduate faculty status from each of the following graduate programs: early childhood education, middle grades and secondary education, adult education, special education, communication sciences and disorders, health services administration, public health, sports medicine, nursing, physical therapy, criminal justice, history, liberal and professional studies, and computer science. In addition, two additional at-large member will be included from disciplines not otherwise represented on this committee. The chief officer of graduate studies, academic deans (or their designees), and the advisor to the Graduate Student Coordinating Council serve as ex-officio, non-voting members of the committee.

104.2 Subcommittees of the Graduate Affairs Committee

104.2.1 Graduate Faculty Status Subcommittee
Charge
The Graduate Faculty Status Subcommittee will make recommendations to the Graduate Affairs Committee regarding the granting of graduate faculty status.

Duties
The subcommittee will review and submit recommendations concerning proposals for categories of graduate faculty status, appointment criteria in each category, procedures whereby graduate faculty applications are reviewed by the subcommittee, and graduate faculty applications submitted in accordance with adopted policies and procedures.

Meetings
This subcommittee will meet monthly (August through April) unless otherwise specified or required.

Reports
All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

Membership
The subcommittee will be composed of seven members as approved by the Graduate Affairs Committee, all members will have associate or full graduate faculty status. A chair of this subcommittee will be determined at the first Graduate Affairs Committee meeting of the academic year.

104.2.2 Graduate Student Appeals Subcommittee
Charge
The Graduate Student Appeals Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate student academic appeals issues.

Duties
The subcommittee will develop and submit recommendations to the Graduate Affairs Committee concerning policies and procedures for graduate student appeals. The subcommittee will supervise the formal adjudication of any such appeals, and may serve in an advisory capacity to the Academic Standards Committee of the Faculty Senate.
Meetings
As needed or requested by the Chair of Graduate Affairs Committee

Reports
All subcommittee recommendations are reported to the Graduate Affairs Committee.

Membership
The subcommittee will be composed of seven members as approved by the Graduate Affairs Committee, members will have associate or full graduate faculty status. A chair of this subcommittee will be determined at the first Graduate Affairs Committee meeting of the academic year.

104.2.3 Graduate Curriculum Subcommittee

Charge
The Graduate Curriculum Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate curricula issues.

Duties
The subcommittee will make recommendations concerning general curricular policies and procedures, consider all proposals for new graduate degrees, programs, majors, and courses, and review all actions of college and university curriculum committees pertinent to graduate education.

Meetings
This subcommittee will meet monthly (August through April) unless otherwise specified or required.

Reports
All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

Membership
The subcommittee will be composed of seven members as approved by the Graduate Affairs Committee, members will have associate or full graduate faculty status. Subcommittee membership will be structured as follows: one member from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, one member from the College of Education, and one at-large member. A chair of this subcommittee will be determined at the first Graduate Affairs Committee meeting of the academic year.

105. Graduate Faculty Status

Graduate faculty members are primarily responsible for graduate study at Armstrong and are committed to developing and providing strong academic programs. Graduate faculty members are expected to maintain a balance of teaching, scholarship, and service achievements consistent with the goals of graduate programs. Graduate faculty members are derived from the ranks of AASU faculty. The four categories for graduate faculty membership are: full graduate faculty status, associate graduate faculty status, temporary graduate faculty status, and provisional graduate faculty status.

Consistent with SACS requirements and faculty credential guidelines, full- and part-time faculty who teach post-baccalaureate or graduate courses must be fully qualified to carry out effective graduate-level instruction. Except in unusual cases, these faculty members should hold the earned
doctorate/terminal degree in the teaching discipline or a related discipline. Exceptions require a detailed letter of justification written by the department head assigning the faculty member to teach a graduate course and must be approved by the college dean.

105.1 Full Graduate Status
A faculty member with full graduate status may teach graduate courses, chair and/or serve on thesis (reading)/practicum committees, chair and/or serve on comprehensive assessment committees, qualify for election to the graduate governance organization or other positions representing graduate faculty, and vote in all matters at graduate faculty meetings. Graduate faculty holding full graduate faculty status should actively engage in an ongoing scholarly agenda as described by each category. Graduate faculty holding full graduate faculty status are strongly encouraged to participate in graduate faculty governance.

105.1.1 Initial Appointment to Full Graduate Faculty Status
The requirements for initial appointment for full graduate status include holding an appointment as a full-time faculty member (tenure track) at the rank of Professor, possess an earned terminal degree or documented competence in lieu of the above, providing evidence of effective participation in graduate education from Category I (see below), demonstrating achievement in scholarship, documenting a minimum of three scholarly achievements from Category II (see below), submitting documentation of scholarship with the application (i.e., journal articles, chapters in books, funded grant applications or acceptance letters), providing evidence of professional service from Category III (see below), and providing a curriculum vitae and legible copies of all graduate transcripts.

The applicant for full faculty graduate status must be recommended by the faculty member’s academic unit head and college dean. If, in the judgment of the applicant and/or the head of the academic unit and the college dean, a specific contribution should be given special consideration, this should be so indicated and documented well.

105.1.2 Retention of Full Graduate Faculty Status
Members with full status are not required to re-apply for graduate faculty status except when a college deans notifies the Office for Academic Affairs that a faculty member has undergone post-tenure review and received an evaluation of “improvement needed” or “unsatisfactory”. At the completion of the first year of probation, the faculty member must resubmit an application for assessment by the Graduate Faculty Status subcommittee.

105.2 Associate Graduate Faculty Status
A faculty member with associate graduate faculty status may teach graduate courses, chair and/or serve on thesis (reading)/practicum committees, chair and/or serve on comprehensive assessment committees, and vote in all matters at meetings pertaining to graduate studies. Graduate faculty holding associate graduate faculty status should actively engage in an ongoing scholarly agenda as described by each category. Graduate faculty holding associate graduate faculty status are strongly encouraged to participate in graduate faculty governance.

105.2.1 Initial Appointment to Associate Graduate Faculty Status
The requirements for initial appointment for associate graduate status include holding appointment as a full-time faculty member (tenure track) at the rank of Assistant Professor or above, possessing an earned doctoral degree or terminal degree or documented competency in lieu of the above, submitting
documentation of scholarship with the application (i.e., journal articles, chapters in books, funded grant applications or acceptance letters), possessing potential for making contributions to graduate education and to the university, submitting a curriculum vitae and legible copies of all graduate transcripts.

The applicant for associate faculty graduate status must be recommended by the faculty member’s academic unit head and college dean. If, in the judgment of the applicant and/or the head of the academic unit and the college dean, a specific contribution should be given special consideration, this should be so indicated and documented well.

**105.2.2 Term of Appointment**
The term of appointment to associate graduate faculty status is five years. Applications for Graduate Faculty Status will coincide with the current faculty promotion schedules. Faculty members will initially apply for associate status and reapply for associate status every five years. Faculty members may apply for full graduate faculty status when they apply for the university rank of full professor. One semester prior to the end of a term of appointment, faculty members must apply for reappointment at this level or for appointment at a higher rank.

Faculty members who wish to apply for reappointment must demonstrate continuing involvement in graduate education and scholarship or professional service since the last appointment. Documentation must be provided for Category I: Graduate Education and Category II: Scholarship or Category III: Professional Service. The reappointment application must also include the recommendation from the head of the academic unit and the college dean.

**105.3 Temporary Graduate Faculty Status**
A part time faculty member with temporary graduate faculty status may teach graduate courses.

**105.3.1 Initial Appointment to Temporary Graduate Faculty Status**
Part time faculty members who wish to apply or reapply for temporary graduate faculty status must meet Category I: Graduate Education (or have a strong justification letter on file) and Category II: Scholarship or Category III: Professional Service.

Initial appointment to temporary graduate faculty status requirements holding appointment as a part time faculty member, possessing an earned doctoral degree or terminal degree or documented competency, submitting documentation of recent experience in graduate education and scholarship or professional service, submitting a curriculum vitae and legible copies of all graduate transcripts.

The application must include a written recommendation signed by both the head of the academic unit and the college dean detailing the basis for substantial support for the applicant.

**105.3.2 Term of appointment**
The term of appointment is three (3) years for temporary graduate faculty membership. One semester prior to the end of a term of appointment, faculty members must apply for reappointment at this level.

**105.4 Provisional Graduate Faculty Status**
A part time faculty member with temporary graduate faculty status may teach graduate courses. Full-time faculty holding provisional graduate faculty status may participate in limited graduate faculty governance at the department and college level.
105.4.1 Appointment to Provisional Graduate Faculty Status
The provost may grant provisional graduate faculty status for faculty hired to teach graduate level course(s) following the last scheduled meeting of the Graduate Faculty Status committee prior to the start of a semester.

105.4.2 Term of Appointment
The term of appointment for Provisional Graduate Faculty Status is one (1) semester. Prior to teaching the following session/semester, faculty members must apply for the appropriate graduate faculty status through the Graduate Faculty Status Committee.

105.5 Examples of Graduate Education, Scholarship, and Professional Service

105.5.1 Graduate Education (Category I)
Examples of Graduate Education include advising graduate students, chairing thesis (reading)/practicum or serving on thesis (reading)/practicum committees, chairing or supervising graduate level internships, conducting practicum experiences or projects, and serving on comprehensive assessment or thesis (reading) committees.

105.5.2 Scholarship (Category II)
Example of scholarship are published articles (refereed), published articles (non-refereed but in your field), published books, chapters in books, monographs, funded grants or projects, presentations at state, regional or national meetings, editorships/reviewer for refereed journals, reviews of published books or manuscripts, creative endeavors in the fine or performing arts (i.e., juried exhibits or performances, published musical scores, and films), and software development

105.5.3 Professional Service (Category III)
Example of professional service include leadership in state, regional or national professional organizations as evidenced by offices held or committees chaired and membership on major committees, community service activities including membership on advisory boards as well as participation in community agencies, workshops and consultations, professional service activities applying one’s discipline to specific community needs, service on faculty committees pertaining to graduate programs, development of graduate courses or programs, administration of graduate programs, noteworthy graduate education activities as indicated by academic unit head and college dean, and demonstrated success as a teacher of graduate courses.

105.6 Responsibilities of the Head of an Academic Unit with Graduate Faculty
Department Heads must ensure that any full- or part-time faculty member assigned to teach a graduate course holds graduate faculty status.

The head of the academic unit is responsible for submitting the completed Application for Graduate Faculty Membership to the office of the provost for review by the Graduate Faculty Status Committee.

Department Heads, consistent with the mission of the department and needs of the graduate program(s) being supported, should assign graduate faculty holding full or associate graduate faculty status to teach graduate courses on a regular basis.
In annual faculty evaluations, retention/tenure/promotion recommendations, salary raise recommendations, and in post-tenure review, department heads should accord proper weight to workload issues stemming from a graduate faculty member’s graduate education efforts, which include, but are not limited to the following: graduate course instruction, graduate program coordination, graduate course or program-of-study creation, thesis committee work and comprehensive examination evaluation, graduate internship/practicum supervision, graduate advisement, graduate admissions and graduate student appeals duties, and participation in graduate faculty governance.

The letter from a department head that accompanies the Application for Graduate Faculty Membership must specify a faculty member’s special experience or other indicators of instructional competence at the graduate level and append appropriate documentation, including student evaluations of teaching (eFace) of the most recent Armstrong graduate course taught, if one has been taught. The letter of justification and documentation will be kept on file in the graduate office and a copy in the college dean’s offices.

Criteria for graduate faculty membership, applications for graduate faculty status, and related forms are maintained on the graduate studies website. http://www.armstrong.edu/Departments/graduate_studies/graduate_faculty_status

106. Dispute Resolution and Grievance Procedures

106.1 The Armstrong Atlantic State University Grievance Policy
In keeping with the Board of Regents policies on Dispute Resolution and Grievance Procedures, Armstrong encourages all members of the university community resolve their conflicts at the lowest level possible. The grievance procedures at Armstrong consist of three parts: informal complaint resolution procedures (e.g., further discussion, conflict coaching), alternative dispute resolution (e.g., mediation, facilitated discussion), and formal grievance procedures (e.g., grievance hearing, administrative decision). See the Faculty Handbook for more information on the Armstrong grievance policy.

106.1.1 Informal Complaint Resolution
A graduate faculty member will seek to resolve the complaint with the colleague directly or immediate supervisor consistent with our practice of resolving disputes at the lowest possible level in the organization. These discussions should be confidential. Verbal or written statements are an acceptable means of requesting a meeting during the informal complaint process. At any time during the informal grievance/complaint process an employee may choose to pursue mediation or a formal grievance, keeping in mind the alternatives to the formal process.

106.1.2 Mediation and/or Facilitated Discussion Procedures
Mediation is an informal process that involves a trained facilitator who will assist in effecting a voluntary resolution of the dispute/complaint. The objective of a mediation or facilitated discussion process is to come to an agreement that is fair and meets the needs of the parties involved in the conflict. The process is confidential and is conducted in a confidential setting. Armstrong and the University System of Georgia maintain a list of trained mediators.

106.1.3 Formal Grievance Procedures
Graduate faculty may pursue resolution of their grievance/complaint through a formal grievance process. A University Grievance Committee is in place to provide the framework and process to resolve formal grievances. The Director of Human Resources serves as the grievance coordinator and has the responsibility of managing the expeditious and fair resolution of grievance hearings. The main role of the Director of Human Resources is to assist the parties, the grievance chairperson, and grievance panel in administering procedures.