

Armstrong

Principles, Categories, and Criteria: **Graduate Faculty Membership**

Fall 2015

Note: The head of the academic unit is responsible for submitting the completed *Application for Graduate Faculty Membership* to the office of the Provost and Vice President for Academic Affairs for review by the Graduate Faculty Status Committee.

Armstrong State University

Principles, Categories, Criteria and Opportunities: Graduate Faculty Membership

PRINCIPLES

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. The letter must specify a faculty member's special experience or other indicators of instructional competence at the graduate level and append appropriate documentation. The letter of justification and documentation will be kept on file in the office of the Vice President for Academic Affairs and a copy in the college dean's offices.

Department Heads must ensure that any full- or part-time faculty member assigned to teach a graduate course holds graduate faculty status prior to the first class meeting.

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.

Graduate faculty holding full or associate graduate faculty status should actively engage in an ongoing scholarly agenda as described by each category.

Graduate faculty holding full or associate graduate faculty status are strongly encouraged to participate in graduate faculty governance. Those full-time faculty holding provisional graduate faculty status may participate in limited graduate faculty governance at the department and college level.

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 following four categories are available for graduate faculty membership:

- (1) Full
- (2) Associate
- (3) Lecturer
- (4) Temporary
- (5) Provisional

FULL GRADUATE FACULTY STATUS

A faculty member with full graduate faculty status may:

- (1) Teach graduate courses;
- (2) Chair and/or serve on thesis (reading)/practicum committees;
- (3) Chair and/or serve on comprehensive assessment committees;
- (4) Qualify for election to graduate council or other positions representing graduate faculty;
- (5) Vote in all matters at meetings pertaining to graduate studies; and
- (6) Qualify for election as Chair of the Graduate Affairs Council.

Initial Appointment to full graduate faculty status requirements:

- (1) Hold appointment as a full-time faculty member (tenure track) at the rank of Associate Professor or above;
- (2) Possess an earned terminal degree or documented competence in lieu of the above;
- (3) Provide evidence of effective participation in graduate education from Category I;
- (4) Demonstrate achievement in scholarship. Document a minimum of three scholarly achievements from Category II. 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 well documented;
(4a) Submit documentation of scholarship with the application (i.e.: journal articles, chapters in books, funded grant applications or acceptance letters). This documentation will be returned to the faculty member after the application is reviewed;
- (5) Provide evidence of professional service from Category III;
- (6) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (7) Be recommended by the faculty member's academic unit head and college dean.

Retention of full graduate faculty status:

Members with full status are not required to re-apply for graduate faculty status except under the following circumstances:

Deans will notify the Vice President for Academic Affairs upon a full graduate faculty member receiving a post-tenure review 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 committee.

ASSOCIATE GRADUATE FACULTY STATUS

A faculty member with associate graduate faculty status may:

- (1) Teach graduate courses;
- (2) Chair and/or serve on thesis (reading)/practicum committees;
- (3) Chair and/or serve on comprehensive assessment committees;
- (4) Vote in all matters at meetings pertaining to graduate studies; and
- (5) Qualify for election to graduate council or other positions representing graduate faculty.

Initial Appointment to associate graduate faculty status requirements:

- (1) Hold appointment as a full-time faculty member (tenure track) at the rank of Assistant Professor or above;

- (2) Possess an earned doctoral degree or terminal degree or documented competency in lieu of the above;
- (3) Submit documentation of scholarship with the application (i.e.: journal articles, chapters in books, funded grant applications or acceptance letters). This documentation will be returned to the faculty member after the application is reviewed;
- (4) Possess potential for making contributions to graduate education and to the university;
- (5) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (6) Be recommended by the faculty member's academic unit head **and** college dean.

Term of appointment:

The term of appointment to associate graduate faculty status is five years.

Faculty members will initially apply for associate status and reapply for associate status every five years. **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. Faculty members applying for reappointment are not required to provide copies of transcripts previously submitted.

LECTURER GRADUATE FACULTY STATUS:

A faculty member with lecturer graduate faculty status may:

- (1) Teach graduate courses;
- (2) Serve on thesis (reading)/practicum committees;
- (3) Serve on comprehensive assessment committees;
- (4) Serve on Graduate Affairs Council and subcommittees; and
- (4) Perform other duties assigned by the Associate Provost for Academic Affairs.

Initial Appointment to Lecturer Graduate Faculty Status

For initial appointment to Lecturer Graduate Faculty status, a faculty member must:

- (1) Hold appointment as a full-time faculty member at the rank of lecturer or senior lecturer.
- (2) Possess an earned doctorate degree or terminal degree, or possess documented competency or expertise in lieu of an earned doctorate or terminal degree. ;
- (3) Submit a curriculum vitae and legible copies of all graduate transcripts in the application; and
- (4) Include a written recommendation signed by the faculty member's academic unit head **and** college dean detailing the basis for substantial support for the applicant.

Term of appointment:

The term of appointment to lecturer graduate faculty status is five years.

Faculty members will initially apply for lecturer status and reapply for lecturer status every five years. **One semester prior to the end of a term of appointment, faculty members must apply for reappointment.**

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, 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. Faculty members applying for reappointment are not required to provide copies of transcripts previously submitted.

TEMPORARY GRADUATE FACULTY STATUS

A faculty member with temporary graduate faculty status may:

- (1) Teach graduate courses.

Appointment to temporary graduate faculty status requirements:

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. 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.

Initial appointment to temporary graduate faculty status requirements:

- (1) Hold appointment as a faculty member;
- (2) Possess an earned doctoral degree or terminal degree or documented competency;
- (3) Submit documentation of recent experience in graduate education and scholarship or professional service. This documentation will be returned to the faculty member after the application is reviewed;
- (4) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (5) 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.

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.**

PROVISIONAL GRADUATE FACULTY STATUS

A faculty member with provisional graduate faculty status may:

- (1) Teach graduate courses.

Appointment to provisional graduate faculty status requirements:

The Vice President of Academic Affairs 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.

Term of appointment:

The term of appointment for Provisional Graduate Faculty Status is one (1) semester and/or one (1) Summer term.

Prior to teaching the following session/semester, faculty members must apply for the appropriate graduate faculty status through the Graduate Faculty Status Committee.

EXAMPLES OF GRADUATE EDUCATION / SCHOLARSHIP / PROFESSIONAL SERVICE

Category I: Graduate Education

1. Advisement of graduate students
2. Chair of thesis (reading)/practicum or service on thesis (reading)/practicum committees.
3. Chair or supervision of graduate level internships, practicum experiences or projects
4. Service on comprehensive assessment or thesis (reading) committees.
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Administration of graduate programs.
8. Other graduate education activities as indicated by academic unit head and college dean.
9. Demonstrated success as a teacher of graduate courses.

Category II: Scholarship

1. Published articles (refereed)
2. Published articles (non-refereed but in your field)
3. Published books
4. Chapters in books
5. Monographs
6. Funded grants or projects
7. Presentations at state, regional or national meetings
8. Editorships/reviewer for refereed journals
9. Reviews of published books or manuscripts
10. Creative endeavor in the fine or performing arts (i.e. juried exhibits or performances, published musical scores, and films)
11. Software development

Category III: Professional Service

1. Leadership in state, regional or national professional organizations as evidenced by:
 - (a) offices held or committees chaired
 - (b) membership on major committees
 - (c) other (please list)
2. Community service activities including membership on advisory boards as well as participation in community agencies
3. Workshops and consultations (Professional service activities applying one's discipline to specific community needs).