

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-20

GRADUATE FACULTY MEMBERSHIP

1 General Information.

- 1.1 Scope: Academic policy regarding graduate faculty membership and the levels, accountability and rights thereof.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Revised: March 28, 2003; September 24 and October 22, 2004 Graduate Council; Approved by the President November 10, 2004.

2 **Policy**

2.1 Overview

- 2.2 There are four levels of graduate faculty membership or status: (1) Doctoral Graduate Faculty, (2) Graduate Faculty, (3) Associate Graduate Faculty, and (4) Graduate Instructor. In sections I- IV below are descriptions of the functions, minimum criteria, and restrictions of the various levels for each level of graduate faculty membership.
- 2.3 The Graduate Council can, at its discretion, provisionally and conditionally delegate to the academic unit deans the right to determine the graduate faculty membership level for each faculty member. "Academic unit" is defined in this policy to be an academic college, an academic division, or an academic department, etc. These appointments of graduate faculty membership must be consistent with the Graduate-Council-approved additional standards, if any, of the college, division, or department, etc., and must be consistent with the minimum criteria indicated below. Faculty desiring any level of graduate faculty membership must submit the approved Graduate Council form(s) to their academic unit dean for approval.
- 2.4 Administrators at the level of Dean, or higher, desiring to have graduate faculty membership should apply directly to the Chair of the Graduate Council, for consideration by that Council, for the type of graduate faculty membership for which they believe they qualify. Academic units can not determine graduate faculty membership status for administrators at the level of Dean or higher.
- 2.5 Whether or not the academic unit chooses to add additional standards and constraints to those indicated below, that unit must inform the Graduate Council in writing either of the unit's additional standards and constraints or of the unit's decision not to add additional standards and constraints.

Note: As part of the additional standards and constraints that an academic unit may choose, the unit can choose to shorten the term, marked with an “*” in this document, for any graduate faculty membership level, but it may not lengthen the term duration.

- 2.6 For any faculty member, once that faculty member has been assigned a graduate faculty membership level for a given term, that level and term cannot be altered except through re-application by the faculty member and subsequent approval by the academic unit dean or the Graduate Council, whichever is making the graduate faculty membership level determination for that faculty member.
- 2.7 During the time any academic unit has permission from the Graduate Council to determine graduate faculty membership levels for the unit’s faculty, the academic unit dean is to submit the unit’s graduate-faculty-membership-level rosters to the Graduate Council at the beginning of each academic calendar year. Upon initial granted permission, the academic dean must submit within two months the graduate rosters.
- 2.8 For the academic units where the deans have been approved to make graduate faculty membership level determinations, if any modifications to an academic unit graduate faculty membership roster are needed during the academic year, the academic unit is to notify the Graduate Council within one month of those modifications and immediately provide to the Graduate Council an updated complete roster, with the modifications clearly and specifically noted. The dean of each academic unit will have responsibility for the integrity of the unit’s graduate-faculty-membership roster.
- 2.9 Each academic unit or department/division desiring additional standards beyond, or more constraining than, the absolute minimums is to establish specific qualitative and quantitative teaching, service, and/or scholarly and creative activity standards appropriate to program offerings and accreditation demands. The additional standards must be distributed and fully explained by the academic unit to all relevant parties, including but not limited to all faculty within the applicable division(s) or department(s). The Graduate Council must approve these additional standards before they may be implemented.
- 2.10 The Graduate Council must also approve future changes in academic unit standards or criteria before being implemented by the academic unit, division or department. If the academic unit does not wish to establish additional standards beyond or more constraining than the minimums indicated below, it does not need to do so, but needs only notify the Graduate Council that such is the case—this will not prevent that academic unit from determining graduate faculty membership level, as provided for below, unless or until the Graduate Council decides to withdraw this privilege from the academic unit.

3 Audits

- 3.1 The Graduate Council audits academic unit rosters and all supporting materials of two or more colleges, departments, or divisions, etc., per semester on a rotating basis to ensure that the academic unit requirements and the minimum criteria are being followed. The supporting materials include the completed graduate faculty membership application forms (obtained from the Graduate Council or its website), faculty vitae, and any other supporting materials which demonstrate that the faculty members have been placed in an appropriate level of graduate faculty membership. Annual Reports may be used to supplement supporting materials if so desired.
- 3.2 The Graduate Council reports its audit findings to the appropriate academic unit administrators and to the Vice-President for Academic Affairs. If the Graduate Council decides that an academic unit

is sufficiently out of harmony with the Graduate Council's expectations for following the minimum criteria and the academic unit's approved additional standards, the Graduate Council has full right, at its discretion, to require all future graduate faculty appointments to be decided by the Graduate Council rather than by that academic unit for a probationary period of time to be determined by the Graduate Council. However, before this happens the Graduate Council will work with the academic unit and the Vice President for Academic Affairs to correct the situation and attempt to avoid the loss of delegation to the academic unit by the Graduate Council.

4 Accountability

- 4.1 The Graduate Council retains the final right to decide whether or not to continue allowing any academic unit to determine graduate faculty membership levels. As it deems either necessary or appropriate, the Graduate Council retains the right at any time to remove indefinitely the delegation to any and all academic units of the right to determine the graduate faculty membership level for each faculty member.
- 4.2 If the Graduate Council decides to remove any academic unit's privilege to determine graduate faculty level membership, the graduate faculty membership level assignments to individual faculty members within that academic unit will remain in force until each faculty member's term expires for the assigned level, or until the faculty member re-applies to and is approved by the Graduate Council to a different graduate faculty membership level or term.

5 Graduate Faculty Membership Levels

- 5.1 Doctoral Graduate Faculty (five* year term)
 - 5.1.1 Functions
 - 5.1.1.1 Doctoral Graduate Faculty members of the graduate faculty can chair or direct graduate student committees and research at the doctoral level in the department or division of their appointment(s).
 - 5.1.1.2 Doctoral Graduate Faculty members of the graduate faculty can perform all the functions allotted to Graduate Faculty members.
- 5.2 Minimum Criteria for Appointment
 - 5.2.1 Doctoral Graduate Faculty members must hold a continuing full time appointment and have ongoing faculty responsibilities at Marshall University and hold an appointment (may be a joint appointment) in the division or department or program area offering the doctoral degree. In circumstances where the full time appointment is not a tenure track position, documentation of the full time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.
 - 5.2.2 Doctoral Graduate Faculty members must hold a research-oriented terminal degree (thesis or dissertation) or an appropriate professional degree and hold the rank of Assistant Professor or higher. Alternatively, the faculty member must have demonstrated outstanding scholarly or creative achievement and have attained the rank of Associate Professor.
 - 5.2.3 Doctoral Graduate Faculty members must have had experience in serving on a doctoral committee or be currently serving on a doctoral committee. An exception is as follows: during the first five years of a new doctoral program, a faculty must have had experience serving on one or more master's committees over the past five* years.

- 5.2.4 Doctoral Graduate Faculty members must have current or expected departmental responsibilities in the doctoral program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the doctoral program.
- 5.2.5 Doctoral Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for doctoral status or renewal of doctoral status. Evidence of continuing scholarly or creative activities must include at least three significant contributions from among the following: publication in discipline-respected peer-reviewed journals; publication of scholarly books or book chapters; publication in discipline-respected periodicals (book reviews or other short, one- or two-page communications do not qualify); invited and/or competitively selected presentations of scholarly work at national or international meetings; significant, scholarship-based academic or professional consultation; receipt of an external research-oriented grant; book contracts from reputable publishers; scholarship-based clinical practice; or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.
- 5.2.6 Doctoral Graduate Faculty members must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for doctoral status or renewal of doctoral status. The five-year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years, but it must be met for a second term of Doctoral Graduate Faculty level membership.

6 Graduate Faculty (five* year term)

6.1 Functions

- 6.1.1 Graduate Faculty members can chair or direct graduate student committees and research at the master's level in the department or division of their appointment(s). Graduate Faculty members can co-chair or co-direct graduate student committees and research at the master's level in another department or division at the request of that other department or division.
- 6.1.2 Graduate Faculty members may serve on master's or doctoral committees (comprehensive assessment, thesis, exhibition, dissertation, etc.) in the department or division of their appointment(s), or in another department or division at the request of that other department or division.
- 6.1.3 Graduate Faculty members can be elected or appointed to the Graduate Council.
- 6.1.4 Graduate Faculty members can teach master's and doctoral level courses.

6.2 Minimum Criteria for Appointment

- 6.2.1 Graduate Faculty members must hold a continuing full time appointment and have ongoing faculty responsibilities at Marshall University and hold an appointment (may be a joint appointment) in the division or department or program area offering the graduate degree. In circumstances where the full time appointment is not a tenure track position, documentation of the full time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.
- 6.2.2 Graduate Faculty members must hold a terminal degree (thesis or dissertation) or an appropriate professional degree. Alternatively, they should have demonstrated equivalent scholarly or creative achievement.
- 6.2.3 Graduate Faculty members must have attained the rank of Assistant Professor or higher.

- 6.2.4 Graduate Faculty members must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the graduate program.
- 6.2.5 Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status. Evidence of scholarly or creative activities must include at least two significant contributions or activities in one or more of the following: publication in discipline-respected peer-reviewed journals; publication of scholarly books or book chapters; publication in discipline-respected periodicals; invited and/or competitively selected presentations of scholarly work at regional, national or international meetings; academic or professional consultation; application for or receipt of an external research, scholarly, or creative activity grant; official leadership (officer) positions in regional, national, or international professional organizations; scholarship-based clinical practice; or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.
- 6.2.6 Graduate Faculty members must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status. The five-year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years, but it must be met for a second term of Graduate Faculty level membership.

7 Associate Graduate Faculty (three* year term)

7.1 Functions

- 7.1.1 Associate Graduate Faculty members may serve as members of a graduate committee, as deemed appropriate by the department or division providing the degree.
- 7.1.2 Associate Graduate Faculty members may teach appropriate graduate level courses.

7.2 Minimum Criteria for Appointment

- 7.2.1 Associate Graduate Faculty members must hold at least a master's degree.
- 7.2.2 Associate Graduate Faculty members must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the graduate program.
- 7.2.3 Associate Graduate Faculty members must present evidence of scholarly or creative activity, and advanced graduate level work or equivalent professional accomplishments within the last three* years.

8 Graduate Instructor (two* year term)

8.1 Functions

- 8.1.1 Graduate Instructors can teach appropriate graduate level courses.
- 8.1.2 Graduate Instructors can write and evaluate comprehensive assessment questions directly related to their assigned classes.

8.2 Minimum Criteria for Appointment

- 8.2.1 Graduate Instructors must hold at least a master's degree or demonstrate appropriate expertise or experience to qualify them to teach in the assigned courses.
- 8.2.2 Graduate Instructors are approved by the academic unit Dean and do not need approval by the Graduate Council.
- 8.2.3 Graduate Instructors must provide appropriate documentation of credentials and/or experience to be filed with the division in which they teach.
- 8.2.4 Graduate Instructors should maintain scholarly or creative activity necessary to bring current information or experience to the courses they teach.

9 **Special Cases**

- 9.1 Faculty on Temporary Appointments (for example Visiting, Clinical Research, or Adjunct faculty): During the term of their temporary appointment to Marshall University, faculty with graduate responsibilities must have graduate faculty membership. An individual's graduate faculty status at his or her own institution, if visiting, will be taken into consideration, but does not necessarily determine any graduate faculty membership level at Marshall University.
- 9.2 Emeritus Faculty: Emeritus faculty can apply for or retain graduate faculty membership subject to the same requirements for each level of graduate faculty membership status.
- 9.3 Off-Campus Professionals: Off-campus professionals desiring graduate faculty membership should apply for Associate Graduate Faculty or Graduate Instructor status; to be approved, the applicant must meet the qualifications for the given graduate faculty level.
- 9.4 Collaborative Faculty Appointments: Individuals holding faculty appointments at institutions participating in cooperative graduate programs, and who desire Marshall University graduate faculty membership, should apply for the Marshall University graduate faculty membership for which they believe they qualify. An individual's graduate faculty status at his/her own institution will be taken into consideration, but does not necessarily determine any graduate faculty membership level at Marshall University.
- 9.5 Exceptional Cases: Individuals, colleges, departments, divisions, or programs seeking exceptions to these policies must submit a written petition to the Chair of the Graduate Council for consideration by that Council.
- 9.6 Graduate Instructor membership will neither be listed in Marshall University's Redbook nor in the Graduate Catalog.
- 9.7 A faculty member whose graduate faculty membership level is lowered from his or her current level, due to a graduate-faculty-membership renewal application, will be permitted to complete current responsibilities but may not assume new responsibilities pertinent to the previous higher level. Students are not to be penalized by the re-evaluation of faculty members. For example, once a graduate committee has been established for a student, it will not be necessary to alter it because of a change in status for one of the faculty members on the committee.
- 9.8 All faculty members, either full or part time, who desire to teach graduate courses at the 500 level or higher must apply for one of the four graduate faculty membership levels above. The academic unit dean may approve these faculty members to teach one graduate course while their application is in process of being considered, but they may not teach graduate level courses in subsequent

semesters until they have been approved for one of the graduate faculty membership levels described in this document.

10 Appeals for Graduate Faculty Membership Levels

- 10.1 In the event that a faculty member feels unjustly excluded from graduate faculty membership or unjustly placed in a graduate faculty membership level lower than he or she desired, that faculty member may appeal to the Graduate Council or higher for further consideration as follows.
 - 10.1.1 If it is an academic unit dean who had made the disputed graduate faculty membership level determination, the Graduate Council will determine what it believes the appropriate graduate faculty status should be and work with the academic unit dean to attempt to arrive at a suitable resolution. If the Graduate Council determines that a suitable resolution cannot be achieved with the dean, the Graduate Council will submit its findings and recommendations to the Vice-President for Academic Affairs who will determine any further action to be taken.
 - 10.1.2 If it is the Graduate Council that made the disputed graduate faculty membership level determination, the Graduate Council will re-evaluate its determination upon appeal to the Chair of the Graduate Council by the faculty member concerned. If the dispute is not resolved by this re-evaluation, the faculty member may appeal to the Vice-President of Academic Affairs, in which case the Graduate Council will submit its findings and recommendations to the Vice-President for Academic Affairs, who will in turn determine any further action to be taken.