

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: _____ Dept/Division: _____

Contact Person: _____ Phone: _____

Rationale for Request:

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair _____ Date _____

Registrar _____ Date _____

College Curriculum Committee Chair _____ Date _____
(or Dean if no college curriculum committee)

Graduate Council Chair _____ Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

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1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

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2. **Edits to current description:** Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

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3. **New Catalog Description:** Provide a “clean” copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

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Please insert below your proposed change information for the Graduate Council agenda.

Type of change request:

Department:

Degree program:

Effective date (fall/spring/summer, year):

1. Current Graduate Faculty Requirements

MEMORANDUM

TO: Graduate Council

FROM: Howard Aulick, Ph.D.

DATE: December 1, 2003

SUBJECT: Request for Approval of Graduate Faculty Status Modifications for the Biomedical Sciences Program

The Biomedical Sciences (BMS) Program's Graduate Studies Committee (GSC) met on November 5, 2003 to review the changes in graduate faculty status. The members of the GSC applaud the work of the Graduate Council, because it is clear that the breadth of graduate education and research makes the creation of a unified standard a challenging exercise. It is in that light that the GSC would add the following adjustments to meet the distinctive demands of the BMS Program. In each case, we believe the BMS requirements meet and exceed those established by the Graduate Council. The BMS requirements would include the following:

1. Length of Terms: The 5-year Doctoral and Graduate appointment terms should be reduced to three and two years, respectively. We reduce these terms because the rate of change in biomedical research is so rapid that more frequent assessment of continuing scholarly activity is required.

2. Evidence of Continuing Scholarly Activity: The M.S. and Ph.D. degrees in Biomedical Science Program are predominately research driven. It is the view of the GSC that there are only two primary measures of continuing research productivity. They are publication in a refereed science journal and extramural research grant awards. Other substitutions for these two requirements are inappropriate. Faculty who do not meet these two measures on a regular basis cannot adequately mentor graduate student biomedical research projects. For this reason, applicants seeking Doctoral graduate faculty status in the BMS Program must have at least one manuscript published in a refereed journal and at least one competitive, extramural grant submitted, pending, or ongoing within the three years preceding appointment. An extramural grant award is not required. Biomedical grants are extremely difficult to acquire. For example, currently less than one in four new applications to the NIH (our primary funding source) are successful. Resubmission(s) can take a year, especially if additional data are required. Because successful extramural funding is commonly based on at least one resubmission, it is more important that proposals are revised and resubmitted within

the 3-year window than awarded in this same time frame. Applicants for Graduate status in the BMS Program must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant submitted, pending, or ongoing within five years preceding appointment. Once again, the two gold standards are maintained. These applicants will be reviewed at two-year intervals to ensure that publications continue even without grant funding. Because costly research and student support must be funded by the department or other means, individuals who are either not seeking external support or are unsuccessful for five years must withdraw from M.S. and Ph.D. training.

3. Prior experience on advisory committees. The GSC asks that prior advisory committee experience **be waived as** a requirement for Doctoral graduate faculty status in the BMS Program. **A checklist, pre-approved by the Graduate Council, will be provided to document previous comparable experience.** We make this request because all our new faculty hires come with considerable experience in predoctoral training and frequently without formal advisory committee assignments. Our new faculty members commonly have three to six years of postdoctoral training in large competitive research labs. (Postdoctoral training is a selection requirement.) As postdocs, they have been the day-to-day mentors of predoctoral student research projects. By the time they reach the BMS Program, these new faculty know how these students must be guided in research design and other basic problem solving exercises. Many of our new hires have written one or more grants prior to arrival at Marshall, and some come with external funding. In addition, all of our applicants want to have doctoral students working with them. Serving on a research committee will provide valuable insights, but it is our contention that these new faculty already have the most important skills when they arrive and that any additional administrative support is readily available. To delay the opportunity to direct predoctoral research is considered inappropriate for the BMS Program and would adversely affect our recruiting efforts.

4. Minimum Requirements for Appointment. All graduate faculty appointments in the BMS Program will require the applicant to have a terminal degree. This will include both the M.D. and Ph.D. degrees.

2. Edits to Current Graduate Faculty Requirements

MEMORANDUM

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TO: _____ Graduate Council

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FROM: _____ Howard Aulick, Ph.D.

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DATE: _____ December 1, 2003

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**Marshall University Biomedical Sciences Program
Graduate Faculty Membership Guidelines – Updated 9/23/14**

DOCTORAL	GRADUATE	ASSOCIATE	INSTRUCTOR
Function: To serve as chairperson on BMS student committees and all other graduate functions	Function: To participate as a member on BMS student committees and all other graduate functions	Function: Off-campus faculty or non-tenure track faculty to serve on BMS student committees	Function: To teach graduate level courses
Term of Appointment: 3 yrs	Term of Appointment: 2 yrs	Term of Appointment: 2 yrs	Term of Appointment: 2 yrs
Criteria: Must have 1. terminal degree AND 2. tenure or tenure-track appointment in BMS department 3. rank of Assistant Professor or higher 4. current or expected departmental responsibilities 5. evidence of continuing high quality teaching and advising	Criteria: Must have 1. terminal degree AND 2. tenure or tenure-track appointment in BMS department 3. rank of Assistant Professor or higher 4. current or expected departmental responsibilities 5. evidence of continuing high quality teaching and advising	Criteria: Must have 1. terminal degree 2. appointment in BMS department AND 3. rank of Assistant Professor or equivalent or higher OR 3. rank of Research Assistant Professor or higher 4. current or expected student committee responsibilities 5. evidence of continuing high quality advising	Criteria: Must have 1. appropriate degree or professional experience 2. current or expected departmental responsibilities 3. evidence of continuing high quality teaching
Scholarly activity: Must have at least one manuscript published in a refereed journal and at least one competitive, extramural	Scholarly activity: Must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant	Scholarly activity: Must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant	Scholarly activity: Must maintain scholarly or creative activity necessary to bring current information or experience to the courses they

grant submitted, pending, or ongoing within the last three years	submitted, pending, or ongoing within the last five years	submitted, pending, or ongoing within the last five years	teach
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Scholarly activity: Must have at least one manuscript published in a refereed journal and at least one competitive, extramural	Scholarly activity: Must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant	Scholarly activity: Must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant	Scholarly activity: Must maintain scholarly or creative activity necessary to bring current information or experience to the courses they

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