

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: June 27, 2019
 - 1.4. Effective Date: August 1, 2019
 - 1.5. Controlling over: Marshall University
 - 1.6. History: Amended for clarity. Last approved by the BOG on 7/31/2017. Revised: March 28, 2003; September 24 and October 22, 2004 Graduate Council; Approved by the President November 10, 2004.
2. Policy
 - 2.1. Overview: Participating in graduate education requires faculty whose education, professional experience, scholarly research and creative work, and commitment to the discipline is of the highest caliber. As such, faculty participating in graduate education must routinely demonstrate they meet minimum standards for this responsibility.
 - 2.2. There are four levels of graduate faculty membership: (1) Doctoral Graduate Faculty, (2) Graduate Faculty, (3) Associate Graduate Faculty, and (4) Graduate Instructor. Section 5 presents the functions, minimum criteria, and restrictions of each level of graduate faculty membership. All faculty seeking graduate faculty membership or status must apply for the appropriate designation following procedures published by the Graduate Council.
 - 2.3. The Graduate Council evaluates and approves graduate faculty membership for all qualified faculty.
 - 2.3.1. The Graduate Council will publish and maintain procedures for the application, review, and granting of graduate faculty membership and status. Included in these materials will be a coversheet and separate check list forms for each level of graduate faculty status. These materials will be available through the Graduate College's internet web page.
 - 2.3.2. The Graduate Council in collaboration with the Provost and Vice President of Academic Affairs shall determine the practical and efficient means for maintaining a list of all faculty granted graduate faculty membership, their faculty level, and term of appointment. This list will be used to ensure timely audits of graduate faculty status, application for or renewal of graduate faculty status, and to comply with requests for data from various accrediting agencies.
 - 2.3.3. The Graduate Council can delegate to the academic deans of colleges or schools the right to determine the graduate faculty membership level for faculty assigned to the college or school. The Provost and Vice President of Academic Affairs will

identify the academic deans and the corresponding college or school.

- 2.3.3.1. The individual colleges or schools may require faculty seeking graduate faculty membership or status to meet criteria in addition to the criteria defined in Section 5. Colleges and schools may also elect to shorten, but not lengthen, the term of appointment, marked with an "*" in Section 5, for any graduate faculty membership level. Colleges or schools that will apply additional criteria will present to the Graduate Council, in writing, the additional standards and constraints for approval. Once approved, the dean of the college or school will ensure all faculty and staff are aware of the requirements by creating an appropriate internet web page containing the necessary check list form(s) presenting the additional requirements. Subsequent changes to these criteria must first be approved by Graduate Council.
- 2.3.3.2. The dean of each college or school is responsible for: (1) reviewing and granting initial approval for all applications for graduate faculty membership, (2) maintaining accurate records of all approved applications, including applicants' coversheet and check list form(s), (3) submitting initially approved applications to the list described in 2.3.2, and (4) ensuring that all faculty teaching graduate courses and performing other graduate education tasks have active graduate faculty membership.
- 2.4. All faculty, either full or part time, who will be assigned to teach graduate courses at the 500 level or higher must apply for one of the four graduate faculty membership levels. Under ideal conditions, the application for graduate faculty membership should occur at during the semester, or earlier, before teaching responsibilities begin.
 - 2.4.1. Departments hiring new or temporary faculty who will have graduate school teaching responsibilities are encouraged to submit the application for graduate faculty membership during the faculty appointment process.
 - 2.4.2. Should the situation arise when a member of the faculty is assigned to teach one or more graduate courses and his or her application for graduate faculty membership has not completed the approval process, the dean of the college or school will notify the Chair of Graduate Council and the Dean of the Graduate College regarding the matter. The Chair of Graduate Council may grant conditional approval allowing the individual to teach graduate courses. This conditional approval may not be extended for a second semester. Upon approval of the individual's application for graduate faculty membership, the membership will be retroactively granted for the start of the semester during which the application was made.
- 2.5. Administrators at the level of Dean, or higher, desiring to have graduate faculty membership must apply directly to the Chair of the Graduate Council for the level they believe they qualify. The Graduate Council will review the application and

decide whether to approve it or not.

- 2.6. Once granted, an individual's graduate faculty membership level may not be changed without a formal application for change except when the Graduate Council votes to rescind a graduate faculty member's graduate faculty status.

3. Audits

- 3.1. The Graduate Council will perform periodic audits of colleges and schools granted permission to offer initial approval of graduate member applications to ensure the college or school is holding all faculty to the minimum criteria listed in Section 5 and additional criteria the Graduate Council may have approved for the college or school. The supporting materials include the completed graduate faculty membership application forms, 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, the Dean of the Graduate College, and to the Provost and Vice-President for Academic Affairs. The Graduate Council may take corrective action, as stipulated in Section 4, should the audit reveal notable discrepancies between the practices of an academic unit and the principles and practices expressed in this policy.

4. Accountability

- 4.1. The Graduate Council retains the final right to decide whether a college or school may continue to determine graduate faculty membership levels. As it deems either necessary or appropriate, the Graduate Council retains the right at any time to require an academic unit to take corrective action or to suspend the right to determine the graduate faculty membership level the faculty. Such actions may occur as the consequence of the routine audit or after an investigation of the Graduate Council when it became aware of a matter of concern.
 - 4.1.1. Preference is given to requiring an academic unit to take corrective action when the routine audit or an ad hoc investigation uncovers notable discrepancies between the practices of an academic unit and the principles and practices expressed in this policy. The corrective action will be delivered to the college or school dean, the Dean of the Graduate College, and to the Provost Vice-President for Academic Affairs, and will enumerate the changes to be made, a timeline for the changes, and a date for a subsequent review of the academic unit's compliance request for correction action.
 - 4.1.2. Should the Graduate Council decide to remove any academic unit's privilege to determine graduate faculty level membership, the Graduate Council may assume authority for determining graduate faculty membership levels or may assign the responsibility to another academic unit or to an administrative office within Academic Affairs.

- 4.1.2.1. The Graduate Council will identify the conditions that will be necessary to return the authority for the academic unit to determine faculty membership levels.
 - 4.1.2.2. 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. See exception for Graduate Council action on Special Cases.
5. Graduate Faculty Membership Levels and Criteria
- 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.
 - 5.1.2. Minimum Criteria for Appointment
 - 5.1.2.1. 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.
 - 5.1.2.2. 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.
 - 5.1.2.3. 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 member must have had experience serving on one or more master's committees over the past five* years.
 - 5.1.2.4. 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.

- 5.1.2.5. 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.
- 5.1.2.6. 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.

5.2. Graduate Faculty (five* year term)

5.2.1. Functions

- 5.2.1.1. 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.
- 5.2.1.2. 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.
- 5.2.1.3. Graduate Faculty members can be elected or appointed to the Graduate Council.

- 5.2.1.4. Graduate Faculty members can teach master's and doctoral level courses.
- 5.2.2. Minimum Criteria for Appointment
- 5.2.3. 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.
- 5.2.4. 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.
- 5.2.5. Graduate Faculty members must have attained the rank of Assistant Professor or higher.
- 5.2.6. 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.
- 5.2.7. 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.
- 5.2.8. 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.

5.3. Associate Graduate Faculty (three* year term)

5.3.1. Functions

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

5.3.2. Minimum Criteria for Appointment

- 5.3.2.1. Associate Graduate Faculty members must hold at least a master's degree.
- 5.3.2.2. 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.
- 5.3.2.3. 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.

5.4. Graduate Instructor (two* year term)

5.4.1. Functions

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

5.4.2. Minimum Criteria for Appointment

- 5.4.2.1. 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.
- 5.4.2.2. Graduate Instructors are approved by the academic unit Dean and do not need approval by the Graduate Council.
- 5.4.2.3. Graduate Instructors must provide appropriate documentation of credentials and/or experience to be filed with the division in which they teach.
- 5.4.2.4. Graduate Instructors should maintain scholarly or creative activity necessary to bring current information or experience to the courses they teach.

6. Special Cases

- 6.1. 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 and will follow the application process described in Section 2.4. 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.

- 6.2. 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.
 - 6.3. Off-Campus Professionals: Academic programs may grant Associate Graduate Faculty or Graduate Instructor status to professionals working off campus. To be approved, the applicant must meet the qualifications for the given graduate faculty level.
 - 6.4. Collaborative Faculty Appointments: Faculty employed by other state institutions may hold a joint appointment at Marshall University. With this appointment, the individual may apply for the Marshall University graduate faculty membership for which they believe they qualify. A department may also extend this courtesy to other professors working outside the colleges and universities overseen by the West Virginia Higher Education Policy Commission. 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.
 - 6.5. 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.
 - 6.6. Graduate Instructor membership will neither be listed in Marshall University's graduate faculty dataset nor in the Graduate Catalog.
 - 6.7. 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.
7. Appeals for Graduate Faculty Membership Levels
 - 7.1.1. Those applying for faculty membership may appeal a decision not to grant graduate faculty status or the level of faculty membership level granted.
 - 7.1.2. Appeals may be made only in circumstances including: 1) an obvious error in reporting the appointment and level or 2) application of standards different from those within this policy and approved by the Graduate Council.
 - 7.1.2.1. If the decision being appealed was made by the dean of the faculty member's college or school, the faculty member should attempt to resolve the matter informally with the dean.

- 7.1.2.1.1. If the appeal cannot be resolved informally, the faculty member may appeal to the chair of the Graduate Council. The Chair of the Graduate Council shall refer the matter to the subcommittee of Graduate Council that oversees the routine audits outlined in Section 3. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action. The decision of the Graduate Council will be final.
- 7.1.2.2. If the decision being appealed was made by the Graduate Council, the faculty member may appeal the decision to the Graduate Council. The Chair of the Graduate Council shall refer the matter to the subcommittee of Graduate Council which oversees the routine audits outlined in Section 3. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action.
- 7.1.2.2.1. If the faculty member is not satisfied with the action of the Graduate Council, he or she may appeal an appeal to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs will be final.