

Procedures for Applying for or Renewing Graduate Faculty Status

Policy

The Marshall University Board of Governors Policy AA-20 outlines the policies governing graduate faculty status for all faculty who are approved to teach degree applicable graduate level courses at Marshall University. This policy grants to the Graduate Council the authority to design and implement procedures for the application and review of prospective and current graduate faculty.

Procedures

1. All faculty wishing to apply for graduate faculty status or renew their appointment will complete a cover page and the appropriate application checklist for the faculty appointment level. The applicant should also provide a current academic vitae and additional supporting materials, as needed.
 - a. The cover page and checklist are reviewed by the applicant's dean who may request modifications to the application as necessary.
 - b. When approved, the dean will enter the approval information into the *Redbook* and place the application materials into a folder, separate from the individual's personnel records, that may be later reviewed by the Credentialing Committee of the Graduate Council.
2. During its scheduled meetings, the members of the Graduate Council will review recent submissions to the *Redbook* and vote to approve, table, or reject the applications. The votes become official when the President of the university signs the Graduate Council minutes.
3. Appeals regarding a graduate faculty appointment are outlined in BOG AA-20.
4. Graduate Council can remove or change graduate faculty status, as outlined in BOG AA-20.
5. Each member of the faculty is responsible to ensure his or her membership in the graduate faculty is current. The Assistant Provost for Graduate Studies may send to each dean a list of names of faculty whose appointment has expired or will expire during the forthcoming academic term.

Additional Considerations

The checklist for each graduate faculty application makes specific reference to the applicant's scholarly or creative work. As specified in BOG AA-20, these activities include:

1. Publication in discipline-respected peer-reviewed journals;
2. publication in scholarly books or book chapters;
3. publication in discipline-respected periodicals (book reviews or other short, one- or two-page communications do not qualify);
4. invited and/or competitively selected presentations of scholarly work at regional, national or international meetings;
5. significant, scholarship-based academic or professional consultation;
6. receipt of an external research, scholarly, or creative activity grant;

7. official leadership (officer) positions in regional, national, or international professional organizations;
8. book contracts from reputable publishers;
9. scholarship-based clinical-practice; or
10. exhibits, presentations, or performance of scholarly, creative, or artistic work at professionally recognized events.

This list of potential activities includes several common features that the college dean and members of the Graduate Council will use to assess the merit of the various activities. These features include:

1. **Peer Review:** Many of the activities, such as publications, presentations, and exhibitions, require that the merit, quality, and impact of the work be affirmed through a peer review or juried process.
 - a. If there is a potential for question, faculty are encouraged to demonstrate how a venue for a publication, exhibition, or performance is related to the applicant's discipline.
 - b. Submission of correspondence regarding the review process (e.g., letter from a journal editor or exhibition coordinator) is recommended as it affirms the review process.
 - c. Evidence of the activity should be readily available. As necessary, include a copy of conference proceedings, exhibition notifications, and other documents verifying a performance or presentation.
2. **Empowered Leadership:** Leadership activities include those activities that are vital to the operation of an organization. As a generality, the position or appointment grants the individual the sole authority of final action. Serving on focus groups, as exam grader, as a manuscript reviewer, and similar activities do not constitute empowered leadership.
 - a. Applicants should provide evidence of their elections or appointment within an organization and an outline of the sole authority granted.
3. **Unique Disciplinary Contributions:** Academic or professional consultations represent the applicant's contribution to a particular matter that required the applicant's knowledge and expertise to resolve. As a generality, providing editorial reviews, serving on academic or thesis/dissertation committees, or serving on advisory committees do not constitute unique disciplinary contributions
 - a. Applicants are encouraged to offer a brief description of academic or professional consultation with the goal of illustrating how the work depended on the applicant's unique skills not otherwise available to those seeking the consultation.