Graduate Faculty Policy

(From the Teaching Faculty Handbook, 2018)

**5.4.4 Graduate Faculty**

Graduate faculty are members of the university faculty who (1) have achieved the most advanced degree in their fields; (2) are actively involved in research or scholarly activities; and (3) have been assigned responsibilities for graduate education.

Graduate faculty members shall:

• Conduct research or perform other scholarly activities which are artistic, literary or clinical in nature

• Advise graduate students at the master's and doctoral level

• Chair or serve on theses and doctoral committees, adjudicate artistic, literary or

clinical performances

• Hold the minimum rank of assistant professor in a full-time position or research assistant professor or visiting faculty at the university.

Graduate faculty membership shall be restricted to those faculty members who meet the criteria specified for full, associate, or non-members or as appointed by the provost and vice President for academic affairs.

**5.4.4.1 Full Graduate Faculty Membership**

These criteria apply to regular faculty (tenured or tenure-track), research faculty and other faculty with graduate faculty experience in higher education.

Selection Criteria for Full Graduate Faculty Membership

1. Must hold the terminal degree or have equivalent experiences in the candidate’s principal area of faculty appointment.

2. Must be actively involved in research.

3. Must be recommended by the Graduate Program Coordinator (the Graduate Program Curriculum or Policies and Procedures Committee) and approved by the department chair and the college/school dean.

4. Must be approved by the Dean of the School of Graduate Studies and Research.

5. Appointed by the Provost and Vice President for Academic Affairs.

6. Must satisfy criteria A. and B. below within the last five (5) years:

A. Scholarly Teaching in graduate education in at least two of the following areas:

 i. Have taught at least two graduate courses at the 500 level and above

ii. Have served as a graduate student advisor

iii. Have supervised graduate student research

iv. Have served on two (2) thesis/dissertation or project committees seen through to completion.

B. Scholarly Activities in at least two of the following areas:

 i. Publications and/or sponsored research (either of the following):

a. Have published a scholarly book requiring independent review

b. Have published one (1) article or essay in a peer-reviewed academic journal

c. Edited a book or contributed a chapter to a non-self-published book

d. Acquired funded grants or research contracts

e. Have had peer reviewed or invited performance, composition, recording, film, or exhibition related to one’s teaching field or area of specialization.

ii. Professional presentations as evidenced by at least one of the following:

a. Invited presentations or workshops

b. Paper/abstract/poster presentations or performances at international, national, regional, state, or local professional conferences or workshops.

iii. Record of professional activities at the appropriate level in one's discipline (e.g., renders professional assistance in one’s area of expertise to educational or other agencies, serving on boards or accreditation team, and/or service as an officer in a professional organization).

**5.4.4.2 Associate Graduate Faculty Membership**

These criteria apply to regular faculty who do not meet the criteria for Full Graduate Membership. Associate Graduate status cannot exceed six (6) years.

Selection Criteria for Associate Graduate Faculty Membership

1. Must hold the terminal degree or have equivalent experiences in the candidate’s principal area of faculty appointment.

2. Must be actively involved in research.

3. Must be recommended by the Graduate Program Coordinator (the Graduate Program Curriculum or Policies and Procedures Committee) and approved by the department chair and the college/school dean.

4. Must be approved by the Dean of the School of Graduate Studies and Research.

5. Must be appointed by the Provost and Vice President for Academic Affairs.

**5.4.4.3 Teaching and Service by Non-Members of the Graduate Faculty**

Non-members of the graduate faculty may be assigned to teach graduate level courses if qualified by SACSCOC criteria.

**Restriction:** Non-members of graduate faculty group may not direct master’s theses or doctoral dissertations but may serve as a committee member.

**5.4.5 Graduate Faculty Certification**

Graduate faculty members are certified by the Provost and Vice President of academic affairs. Recommendations for certification begin at the department level. This recommendation will be based on the candidate’s demonstrated current proficiency in scholarship, research, or creative work. Graduate faculty members are appointed for five-year renewable terms.

• Each graduate faculty candidate must initiate an application for graduate faculty status at the departmental level by submitting an application form and supporting documentation to the department chair or equivalent no later than February 1.

• Applications of candidates for graduate faculty status are reviewed by the department chair and submitted to the college/school dean. Approval by the college/school dean is required before the application can be submitted for review by the dean of the School of Graduate Studies and Research.

• Names and the credentials of candidates approved by the Dean of the School of Graduate Studies and Research will be forwarded to the Provost for final certification.

• An applicant for graduate faculty status may appeal an unsatisfactory decision by the college/school dean, requesting that his/her application be reviewed by the dean of the School of Graduate Studies and Research. If a disagreement still exists after the dean’s review, the Provost will render a final decision.

• Failure to reapply for certification by February 1 of the year after the five-year term will result in automatic revocation of graduate faculty status at the end of the spring term.

All graduate faculty status decisions will be reported to the college/school deans. These findings may be used by department chairs for workload purposes.

**5.4.6. Recertification of Graduate Faculty**

By February 1 of the year following the five (5) year cycle, graduate faculty members must submit an application for re-certification. Graduate Faculty must meet both criteria A. and B. (see full Graduate Faculty Membership) within a five (5) year period to retain active status.

Failure to reapply for recertification by February 1 of the year after the five-year term will result in automatic revocation of Graduate Faculty status at the end of the spring term. Faculty must reapply for Graduate Faculty status as indicated above for the initial appointment.

**5.4.7 Graduate Faculty Responsibilities**

• Meet all requirements for graduate faculty certification

• Mentor graduate student in research, encouraging them to publish and present in professional venues

• Serve as chair or members of graduate student committees (Advisory, Thesis, Dissertation, and Terminal Project).

• Serve as role models and mentors for other faculty and students.

• Develop and evaluate comprehensive and qualifying examinations

• Teach graduate and undergraduate courses, integrating the most current research and pedagogical methods in their areas of expertise

GRADUATE SCHOOL

APPLICATION FOR GRADUATE FACULTY STATUS

(Submit curriculum vita with application)

1. Name: Click or tap here to enter text.

 *(Last) (First) (MI)*

Identification Number (University ID): Click or tap here to enter text.

Email: Click or tap here to enter text.

1. Department of Appointment: Click or tap here to enter text.
2. Rank: Click or tap here to enter text.

1. Present academic title or administrative position at NSU: Click or tap here to enter text.
2. Degree: Click or tap here to enter text.
3. School: Click or tap here to enter text.
4. Year Awarded: Click or tap here to enter text.

1. Check one: [ ]  Initial Certification [ ]  Recertification

**Graduate Teaching and Mentoring Experiences** (*in the past five years*); Use Tab to insert more rows.

1. Teaching experience (give school, dates, and advanced and graduate subject taught)

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| --- | --- | --- |
| Year/Term | Course Number | Course Name |
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1. Research mentoring experiences at the graduate level and thesis/dissertation experiences

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| --- | --- | --- | --- | --- |
| Year/Term | Master or Doctoral | Student Name | Advisor/Mentor Y/N  | Committee Member Only |
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| --- | --- |
| Year/Term | # of Students Advised |
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**Scholarly Activities** (*in the past five (5) years*)

1. Publication/Presentation/Research (*Citations should include author/Co-Authors, article/book title, publication name, volume, number, pages and date of publication*).

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| --- | --- | --- |
| Publication Year | Title | Journal |
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1. Presentations (*List conference presentation/proceedings including author(s), paper title, conference title, conference location, volume/page (for conference proceedings*), and date.

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| --- | --- | --- | --- |
| Date | Conference | Poster/Present-ation | Title |
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1. List internal and external grants awarded in past three years or other scholarly activities.

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| Funder | Grant/Contract Name | Amount |
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1. Relevant Professional Activities

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| Name of Activity |
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Applicant’s Signature Date

**Department Chair Recommendation**

Please enter any comments below:

 [ ]  Approved [ ] Not Approved

Signature, Department Chair/Date

 [ ] Approved [ ] Not Approved

Signature, Academic Dean/Date

 [ ] Approved

Signature, Graduate School Dean/Designee/Date [ ] Full [ ] Associate

 [ ] Not Approved

 [ ] Approved

Signature, Provost and VP of Academic Affairs/Date [ ] Full [ ] Associate

 [ ] Not Approved