

Graduate Academic Policies Committee
Meeting Minutes
February 20, 2019

Attendees

John Gallagher, Joseph Cavanaugh, David Hall, Gary Nieder, Kathy Engisch
Bill Rickert, Barry Milligan

- I. The minutes of the February 13, 2019 meeting were approved.
- II. The committee finalized and approved changes to Policy 2160 – Graduate Faculty Membership for Faculty Senate consideration. (attached)
- III. Adjourn – the next meeting will be scheduled via email.

Graduate Faculty Membership

2160

Policy Number

11/01/2018

Date Created/Revised

Faculty Senate
Dean of Graduate School

Executive Responsibility

2160.1 Purpose

The Graduate Faculty, the body primarily responsible for graduate study, is composed of faculty members whose experience and record of scholarship qualify them to offer graduate-level instruction. The Graduate Faculty's purpose is to encourage and contribute to the advancement of knowledge and/or professional practice through instruction, supervision, and research of the highest quality. Eligibility criteria for Graduate Faculty status emphasize the totality of a Graduate Faculty member's instructional, advising, and professional responsibilities as well as explicit scholarship criteria.

2160.2 Eligibility Criteria and Terms of Membership

In order to be appointed to the Regular Graduate Faculty, a faculty member must have (a) the appropriate terminal degree for graduate instruction in the field, (b) demonstrated involvement in graduate instruction through teaching and, where applicable, graduate student supervision, (c) a current (within the past five years) and relevant record of scholarly or creative accomplishment through research, publications, professional activities, and/or creative work (as appropriate to the field), and (d) rank of assistant professor or above in a degree-granting academic unit at Wright State University. Regular Graduate Faculty status is granted for a period of five years from the date of latest demonstrated satisfaction of all of the above criteria.

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Other faculty members may receive either a) Associate appointments to the Graduate Faculty for terms of up to five years, or b) temporary appointments to the Graduate Faculty for a term of one semester.

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In order to be granted Associate Graduate Faculty status, a nominee must either (1) satisfy criteria (a), (b), and (c) in the first paragraph of this section (2160.2), or (2) satisfy criteria specific to the relevant discipline or course(s) as previously approved by the Graduate Faculty Membership Committee. Approved criteria are published at [URL]. Associate Graduate Faculty status is granted for a period of five years from the date of latest demonstrated satisfaction of the relevant criteria.

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In order to be granted temporary Graduate Faculty status, a nominee must either (1) satisfy criteria (a) and (c) in the first paragraph of this section (2160.2), and be supported by a viable plan for mentorship during the first term of graduate teaching (description of such a plan must be included in the nomination packet), or (2) satisfy criteria specific to the relevant discipline or course(s) as approved by the Graduate Faculty Membership Committee and published at [URL]. Temporary Graduate Faculty status is granted for a period of one semester (non-renewable) by approval of the

- Commented [MB1]: Note: these criteria documents, when they are ultimately created, should include mentorship plans for any Associate faculty who do not have previous experience teaching/supervising graduate students.
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Dean of the Graduate School. Individuals who have served or are serving as temporary Graduate Faculty may be nominated for Associate Graduate Faculty status.

2160.3 Functions and Privileges of the Graduate Faculty

Regular Graduate Faculty members may (a) teach graduate courses (i.e., at or above the 5000-level) in the discipline(s) for which they qualify, (b) serve as members of thesis or dissertation committees, (c) serve as members of Faculty Senate Graduate Committees, (d) serve as chairs of Faculty Senate Graduate committees, (e) supervise master's theses or doctoral dissertations, provided they also meet any additional program-specific requirements for thesis or dissertation directors. However, before a Graduate Faculty member may direct a specific thesis or dissertation, that person must be approved on a case-by-case basis (for each specific thesis or dissertation) by the chair/director of the program and the Dean of the Graduate School. The department chairs/program directors shall be responsible for initiating the recommendation of these individuals. If a department chair/program director refuses to support a request for a particular Graduate Faculty member to direct a particular thesis or dissertation, or if the chair/director supports the request and the Dean of the Graduate School does not concur and disapproves the recommendation, the faculty member or department chair/program director may appeal that ruling. The Graduate Faculty Membership Committee will act as the final appellate body for this process.

Associate Graduate Faculty members may be approved for one or more of the following roles: (a) to teach specifically approved graduate courses (i.e., at or above the 5000-level), (b) to serve as members of thesis or dissertation committees, or (c) to serve as co-directors/co-supervisors of theses or dissertations in conjunction with a member of the regular Graduate Faculty. Associate Graduate Faculty may not serve as sole or primary directors of theses or dissertations.

Temporary Graduate Faculty members may teach specific graduate courses for which they have been approved. They may not serve as members of thesis or dissertation committees.

2160.4 Procedure for Nomination to Graduate Faculty Membership

Regular Graduate Faculty and Associate Graduate Faculty Membership

- A. The appropriate department chair, program director, or Department or Program Faculty Committee completes the Graduate Faculty Nomination form with supporting documentation [link to URL with form and explanation/directions] and forwards the packet to the college/school dean.
- B. The appropriate regular graduate faculty subject matter experts, as defined by the appropriate faculty governance body of the department or academic unit hosting the graduate program in which the candidate will work, will review the nomination packet and provide the graduate school with a recommendation based either upon criteria (a) through (c) or upon tested experience criteria as approved by the Graduate Faculty Membership Committee and published at [URL]. In all cases, but especially in cases based upon tested experience criteria, the faculty subject matter experts must demonstrate that the candidate meets relevant criteria.
- C. The Dean of the Graduate School reviews the nomination. If the dean concurs with the subject matter committee's recommendation for regular or associate membership, the dean shall approve the nomination and record the candidate in the list of graduate faculty. If the dean does not readily concur with the subject matter committee's recommendation, the dean

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may either a) request additional information from the subject matter committee, or b) forward the packet to the Graduate Faculty Membership committee for further adjudication. The Graduate Faculty Membership committee will make a recommendation regarding the candidate's status. If the dean of the Graduate School disagrees with the Graduate Faculty Membership Committee's recommendation, the nomination shall be referred to the Faculty Senate for final decision.

- D. Nominations that do not meet the primary criteria (as specified in 2160.2) are forwarded, along with all necessary explanatory and supporting material, to the Graduate Faculty Membership Committee, which sends approved nominations to the Dean of the Graduate School for concurring signature and recording in the list of Graduate Faculty, and reports approved nominations to the Faculty Senate. In cases of disagreement between the Dean of the Graduate School and the Graduate Faculty Membership Committee, the Faculty Senate will serve as the final arbiter. If a nomination is ultimately declined, the Graduate School will send a letter of explanation to the nominator.
- E. The Graduate School will send written notification of the action taken by the Committee or the Dean to the faculty member concerned. A copy of the notification will also be sent to the department chair and the dean who submitted the request.
- F. All documents pertaining to the nomination are kept on file in the Graduate School.
- G. At the request of the Dean of the Graduate School, a Graduate Faculty member may be required to submit a current curriculum vita or other updated information, subsequent to his/her admission to the Graduate Faculty.
- H. The Dean of the Graduate School may grant Provisional Graduate Faculty status to newly hired professorial faculty for one academic term, provided they satisfy all relevant criteria but (a) final completion of the relevant terminal degree, and/or (b) previous experience teaching and/or supervising graduate students. This Provisional status permits newly hired professorial faculty to teach appropriate graduate courses and to serve on (but not to direct) thesis or dissertation committees. Provisional status automatically expires at the end of the term for which it is granted. Departments wishing to nominate faculty for continuing regular Graduate Faculty membership should submit those nominations during the term of temporary membership.

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↑The Dean of the Graduate School reviews the nomination. If the candidate meets all four of the primary criteria for regular membership (terminal degree, scholarship or creative endeavors, record of teaching at the graduate level, and professorial rank at WSU), or the three primary criteria for adjunctAssociate membership (terminal degree, scholarship/creative endeavors, and record of teaching), the Dean approves the nomination and records the candidate in the list of Graduate Faculty. Approved candidates are reported to the Graduate Faculty Membership CommitteeFaculty Senate.

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| **Page 2: [2] Deleted** **John Gallagher** **2/20/19 3:11:00 PM**