Proposed Revisions to Policy 2160: Graduate Faculty Membership

Graduate Academic Policies Committee

March 2019
Background
Reasons for Revisions

• Revised HLC criteria for “Determining Qualified Faculty”
  • WSU out of accreditation compliance by 15 months

• Discrepancies vis-à-vis other institutions
  • Other Ohio universities require renewal of all categories of Graduate Faculty status

• Changed Grad Faculty membership process at WSU
  • Oversight shifted from Graduate Council to Faculty Senate as of F18
  • Graduate Faculty Membership Committee has been adjusting its process per changed structure, revised HLC criteria
Process Thus Far

- Collaboration since 2017 among:
  - Provost's Office
  - Graduate School
  - Faculty Senate (previously Graduate Council)
    - Graduate Academic Policies Committee
    - Graduate Faculty Membership Committee

- Changes in leaders, structures have affected progress
HLC’s “common expectations for faculty credentials”
(quoted from HLC Guidelines)

• Faculty teaching in graduate programs should
  • hold the terminal degree determined by the discipline and
  • have a record of research, scholarship or achievement appropriate for the graduate program. (4)

• Faculty guiding doctoral education:
  • Should have a record of scholarship and preparation to teach at the doctoral level.
  • Research and scholarship should be appropriate to the program and degree offered. (4)
Context and Definition of “Tested Experience”  
(quoted from HLC Guidelines)

- Tested experience may substitute for an earned credential or portions thereof. (4)
- This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. (4)
An institution that intends to use tested experience as a basis for hiring faculty must have well-defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. (4)

Tested experience qualifications:
- should be established for specific disciplines and programs
- could include skill sets, types of certifications or additional credentials, and experiences
- should be reviewed and approved through the faculty governance process at the institution (4)
Process re: “Tested Experience”

- “Placeholder” version of URL referenced in 2160.2
Grad Faculty status term lengths at Ohio universities per RACGS (now CCGS) as of 2014

- **Five years**
  - Cleveland State (5 for all levels)
  - Akron (5 for all levels)
  - Bowling Green (5 for all levels)
  - Youngstown State (5 for higher levels; 2 for lower levels)
  - Wright State (no expiration/review for higher level; 5 for lower levels)
    - WSU’s “Regular” is only unreviewed Graduate Faculty status among CCGS members

- **More than five years**
  - Miami (6 for all levels)
  - U of Cincinnati (7 for all levels)

- **Unspecified period of regular review**
  - Ohio State: “review on a regular basis”
  - U of Dayton: regular review per “other evaluation processes already in place”
Precedents for five years as period of scholarly currency at WSU

- **Current Policy 2160.2**
  - . . . current *(within the past five years)* and relevant record of scholarly or creative accomplishment through research, publications, professional activities, and/or creative work . . . (paragraph 1)
  - . . . adjunct appointments to the Graduate Faculty for terms of up to five years . . . (paragraph 2)

- **Current MOU on Workload**
  - A faculty member fulfills Standard Scholarship Expectations by producing during the previous five calendar years at least 50% of the requirements for promotion to Associate Professor in that department. (page 2)

- **Department Bylaws (examples)**
  - Normally, at least half of the required number of journal equivalents . . . must have been completed since the last promotion or within the last 5 years. *(CSE Bylaws p. 11)*
  - During the 5 years before the promotion, the candidate must published 3 or more articles, as indication of a sufficiently sustained research program. *(Physics Bylaws p. 7)*
Key Changes
2160.2

• “Regular” status to be renewed every five years
  • Currently no expiration

• “Associate” (currently “Adjunct”) may qualify via approved criteria for “tested experience”
  • Currently only via credentials or ad hoc justifications
2160.3

• Regular Graduate Faculty
  • All current privileges, but with disciplines specified

• Associate Graduate Faculty
  • More nuance of privileges: one or more of
    • Teaching graduate courses
      • From one course to whole range of courses
    • Committee membership
      • Master’s, doctoral, or both, in specified disciplines
    • Committee co-direction
      • Master’s, doctoral, or both, in specified disciplines
2160.4

• **Initiation of nomination**
  
  • New nomination:
    
    • Would use current faculty credentialing packet (as specified per Policy 2035.2 and overseen by Associate Provost for Faculty Staff Affairs and HR) with added cover sheet for Grad Faculty nomination

  • Renewal or change of status
    
    • Would use cover sheet for Grad Faculty nomination + any relevant new evidence
2160.4

• **First approval of nomination**
  
  • Per "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"
  
  • Currently "graduate studies committee of the College or School"

• **Subsequent approvals essentially unchanged**
Possible Format for Graduate Faculty Listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Regular</th>
<th>Associate</th>
<th>Teaching</th>
<th>Committee member</th>
<th>Committee director</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td>X</td>
<td></td>
<td>CHM</td>
<td>CHM, PHY</td>
<td>CHM</td>
<td>6/23</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td></td>
<td>X</td>
<td>ENG 6430, WGS 5050, WGS 5800, WGS 6000</td>
<td></td>
<td></td>
<td>12/21</td>
</tr>
<tr>
<td>Jones, Emily</td>
<td></td>
<td>X</td>
<td>URS 6400</td>
<td></td>
<td></td>
<td>6/20</td>
</tr>
</tbody>
</table>
Does person meet (a) through (c)?

Is person TET? (d)

Appointment lasts five years

Can teach 5xxx and above courses in area

Can be on graduate faculty governance committees

Can be on student degree committees

Can chair student degree committees and advise students

Is this an admin hire to cover emergency need?

Does person meet (a) through (c)?

No Graduate Faculty Status

Yes

Is person re-nominated

Temporary Graduate Faculty

Yes

No Graduate Faculty Status

Appointments last only one semester pending faculty committee review

Person can teach ONLY SPECIFIC named in letter 5xxx and above courses

Person MAY NOT be on student degree committees

Person MAY NOT co-chair student degree committees and advise students under supervision of a regular graduate faculty member
Wright State University
GRADUATE FACULTY MEMBERSHIP NOMINATION

Name: ___________________________________________ Academic Rank ___________________________

Discipline/Specialization ________________________________________________

Check one:  ___ New nomination
            ___ Request for modification of status/privileges
            ___ Request for renewal of status/privileges

**Recommenders:** Please record the relevant information in the appropriate column/row of the table below for any status/privileges regarding which you wish to register a recommendation (you may leave other columns blank). Note that the nominee must meet applicable eligibility criteria in order to be granted any requested privileges (per WSU Policy 2160.2).

<table>
<thead>
<tr>
<th></th>
<th>Regular status</th>
<th>Associate status</th>
<th>Teach (course nos.)</th>
<th>Committee member (master's, doctoral, discipline)</th>
<th>Committee director (master's, doctoral, discipline)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Chair, Program Director, or Program Committee Chair</td>
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<tr>
<td>College Committee Chair</td>
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<tr>
<td>College Dean</td>
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<tr>
<td>Graduate School Dean</td>
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<tr>
<td>Membership Committee Chair</td>
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</tr>
</tbody>
</table>

If the requested status is consistent with criteria specific to the relevant discipline or course(s) as approved by the Graduate Faculty Membership Committee and published at [URL], please reference the relevant criteria.

All nominations must include the "Exception Packet" per the Provost/Faculty Senate's guidelines for faculty credentialing, which requires the following items:

1. Exception Request Form Cover Sheet
   a. If appropriate, syllabi for specific course(s) to be taught at WSU for which the exception applies.
2. Transcript verification form
3. Letter from Program Head (i.e., graduate program director/committee chair or department chair) communicating why the exception is requested and appropriate.
4. Copy of the candidate’s academic transcript  
5. Copy of the candidate’s CV  
6. **Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.** This may require multiple documents. Verifiable expertise is typically not based exclusively on years of teaching experience.  
   a. Examples of **verifiable** documents for faculty exceptions:  
      i. A letter from a source external to the program that verifies a minimum of three years in the field and outlines why and in what field the candidate is an expert.  
      ii. Evidence of verifiable scholarly works in the field in which the exception is requested.  
      iii. Copies of credentials relevant to the exception including expiration dates if appropriate.  

**Required Signatures:**  

Dept. Chair, Program Director, or Program Committee Chair:  
____________________________________________________________________  
(\text{print name})  
____________________________________________________________________  
(signature)  

Subject Matter Committee Chair:  
____________________________________________________________________  
(\text{print name})  
____________________________________________________________________  
(signature)  

College Dean:  
____________________________________________________________________  
(\text{print name})  
____________________________________________________________________  
(signature)  

Graduate School Dean:  
____________________________________________________________________  
(\text{print name})  
____________________________________________________________________  
(signature)  

Membership Committee Chair:  
____________________________________________________________________  
(\text{print name})  
____________________________________________________________________  
(signature)