

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 21-A-XX

**Approved by the Faculty Senate
DATE**

BRIEF SUMMARY: This resolution makes changes to the Graduate Faculty Status section, Chapter 2, of the Faculty Handbook to provide clarity to graduate faculty status procedure.

Graduate Faculty Status

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the procedure portion of the Graduate Faculty Status section of Chapter 2 will be replaced by this bill.

TITLE OF SECTION: Procedure

Procedures Faculty Senate Bill 12-A-12 begins here

Variable Load Assignment

A plan for the variable load assignment should be developed by the faculty member in consultation with the chairperson, and then be approved by the dean. Included in the plan must be a list of anticipated outcomes that will result from the variable teaching assignment (for example, completed theses or creative projects under the guidance of the faculty member, publications, preparation of grant applications).

The primary responsibility for making a variation in the teaching assignments for graduate faculty members with significant graduate responsibilities rests with the dean of the college. These arrangements should be recommended by the appropriate department chairperson to the dean and approved by the ~~pr~~Provost.

~~b-~~ Graduate Faculty Responsibilities, Expectations, and Appointment

~~It is the responsibility of~~The ~~the~~ faculty member and ~~their~~ department chairperson ~~to~~ will provide adequate evidence of ~~the individual's~~ eligibility ~~for appointment~~ as a graduate faculty ~~member~~. Department chairpersons ~~in their appraisal of the application~~ must verify ~~that data presented in the faculty request~~ meet ~~the~~ criteria established ~~as qualifications for membership in the~~ as graduate faculty. Professional qualifications should include the ~~appropriate~~ doctoral degree, ~~or~~ the terminal degree ~~appropriate to~~for the discipline, or evidence that clearly demonstrates the necessary professional competencies. Faculty members should have a record of research, scholarship, or achievement appropriate for the

44 ~~program. In addition, no case will~~ an appointment requires ~~be made where an~~
 45 ~~individual's an~~ academic degree to exceed those of the students ~~and or professional~~
 46 ~~qualifications~~ experience ~~do not~~ equivalent to the degree otherwise required for the
 47 ~~position exceed those of the students,~~ except in the case of a terminal degree where faculty
 48 members will possess the same level of degree the students are seeking. When faculty
 49 members are employed based on equivalent experience, a defined minimum threshold of
 50 experience and evaluation process will be used.

51

52 Appointment to all the following levels of graduate faculty should be by:

53 1. Recommendation of the department chairperson.

54 2. Endorsement of the college dean.

55 3. Approval by the Dean of Graduate Studies.

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57 At the time of application, the Dean of Graduate Studies should be supplied with full
 58 documentation supporting the recommendation of the department and college.

59

60 **Periodic Review**

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62 Departments ~~are expected to should~~ update ~~annually~~ their graduate faculty roster
 63 annually. ~~Additionally, e~~Every five years, graduate faculty members must renew their
 64 status by verifying that they have been ~~department chairpersons are asked to verify that~~
 65 ~~each member of the graduate faculty has been~~ actively involved in decisions affecting
 66 graduate education at the departmental level and ~~has~~ taught at least one 600- or 700-
 67 level course or two 500-level classes with graduate students enrolled or has supervised
 68 graduate student research, graduate independent studies, etc., and ~~has have~~ maintained a
 69 record of active scholarship.

70

71 If the criteria for renewing graduate faculty status have not been met, faculty will have
 72 one year to meet the criteria before losing graduate faculty status.

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75

76 **Regular Graduate Faculty**

77 Members of the regular graduate faculty are responsible for:

78 1. Chairing and serving on master's and specialist's advisory committees.

79 2. Directing master's theses, graduate papers and projects, and specialist degree papers and
 80 internships.

81 3. Teaching graduate-level courses and directing graduate-level research.

82 4. Electing and serving on the Graduate Council and its committees.

83 5. Serving as a departmental or extra-departmental examiner for final graduate oral or
 84 written examinations.

85 6. Assisting in the preparation and evaluation of master's comprehensive examinations.

86 7. Providing leadership in improving the quality of graduate education.

- 87 8. Serving as graduate student advisors.
- 88 9. Demonstrating annually graduate research, creative/scholarly effort, or service.
- 89 10. Meeting annually as graduate faculty with the Dean of ~~the Graduate~~ **SchoolStudies**.

90

91 Regular graduate faculty members are expected to:

- 92 1. Hold an earned doctorate or the appropriate terminal degree for those disciplines in
- 93 which the doctorate is traditionally not required or available.
- 94 2. Be full-time employees of Southeast Missouri State University and members of the
- 95 instructional unit to which the appointment is proposed.
- 96 3. Have competence in the discipline in which the appointment is proposed as
- 97 demonstrated by prior study, teaching experience, research, scholarly activity, and
- 98 professional practice.
- 99 4. Provide evidence of peer-reviewed scholarship or creativity as appropriate to the
- 100 discipline.

101

102

103 ~~Appointment to the regular graduate faculty should be by:~~

104 ~~1. Recommendation of the department chairperson.~~

105 ~~2. Endorsement of the college dean of the college.~~

106 ~~3. Approval by the Dean of the Graduate SchoolStudies.~~

107

108 ~~At the time of application, the Dean of Graduate Studies should be supplied with full~~

109 ~~documentation supportive of the recommendation of the department and college.~~

110

111 **Associate Graduate Faculty**

112 Members of the associate graduate faculty are responsible for:

- 113 1. Teaching graduate-level courses.
- 114 2. Serving on master's committees.
- 115 3. Directing master's graduate **non-thesis**, papers, and projects.
- 116 4. Serving as departmental examiners for final oral examinations.
- 117 5. Assisting in the preparation and evaluation of master's comprehensive examinations.
- 118 **6. Serve as graduate student advisors**

119

120 Associate graduate faculty are expected to:

121 ~~1. Have completed all requirements for the terminal degree except the dissertation where~~

122 ~~appropriate.~~

123 ~~2. Or have completed most requirements where the doctorate is not the terminal degree, or~~

124 ~~Or, have a post graduate degree in the discipline and demonstrated experience deemed~~

125 ~~equivalent to one level above the courses being taught or thesis topic. Those requirements~~

126 ~~and the review process must be well defined and documented by the department.~~

127 ~~1. Meet educational and/or experiential requirements for graduate level instruction, which~~

128 ~~may be any one of the following:~~

- 129 ~~a. Have completed all requirements for the terminal degree except the dissertation~~
130 ~~—b. Have completed most requirements for the terminal degree where a doctorate is~~
131 ~~—not an expectation.~~
132 ~~—e. Have a doctorate or terminal- degree for the discipline or experience equivalent to~~
133 ~~the degree otherwise required; except in the case of a terminal degree where faculty~~
134 ~~members may possess the same level of degree the students are seeking. graduate degree in~~
135 ~~the discipline that is at or above the level of the courses——being taught AND tested~~
136 ~~experience deemed equivalent to a level above the courses being taught. Requirements and~~
137 ~~the review process must be well-defined and documented by the department.~~
138 23. Be a full-time employee of Southeast Missouri State University and a member of the
139 instructional unit in which the appointment is proposed.
140 34. Have competence in the discipline in which the appointment is proposed as
141 demonstrated by prior study, by teaching experience, research, scholarly activity, creative
142 projects, and professional practice.

- 143
144 ~~Appointment to the associate graduate faculty should be by:~~
145 ~~1. Recommendation of the department chairperson.~~
146 ~~2. Endorsement of the college dean of the college.~~
147 ~~3. Approval by the Dean of the Graduate School Studies.~~

148
149 ~~At the time of application, the Graduate Dean/Dean of Graduate Studies should be supplied~~
150 ~~with full documentation supportive of the recommendations of the department and college.~~

151
152 **Adjunct Graduate Faculty**

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154 Members of the adjunct graduate faculty are individuals who are authorized to teach
155 graduate/dual-enrollment classes or serve on master’s committees.

156
157 Adjunct graduate faculty are expected to:

- 158 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the
159 degree otherwise required; except in the case of a terminal degree where faculty members
160 may possess the same level of degree the students are seeking. Requirements and the
161 review process must be well-defined and documented by the department.
162 ~~Meet educational and/or experiential requirements for graduate level instruction, which~~
163 ~~may be any one of the following:~~
164 ~~—a. Have completed all requirements for the terminal degree except the dissertation~~
165 ~~—b. Have completed most requirements for the terminal degree where a doctorate is~~
166 ~~—not an expectation.~~
167 ~~—c. Have a graduate degree in the discipline that is at or above the level of the courses~~
168 ~~—being taught OR tested experience deemed equivalent to a level above the courses~~
169 ~~—being taught. Requirements and the review process must be well-defined and~~
170 ~~documented by the department.~~

171 ~~1. Possess academic and professional service qualifications demanded for teaching in a~~
 172 ~~particular area of graduate study, or have a post-graduate degree in the area of emphasis~~
 173 ~~and substantial professional experience in that field. Have completed all requirements for~~
 174 ~~the terminal degree except the dissertation where appropriate,~~
 175 ~~-Or have completed most requirements where the doctorate is not the terminal degree,~~
 176 ~~-Or, have a post-graduate degree in the discipline or demonstrated experience deemed~~
 177 ~~equivalent to one level above the courses being taught or thesis topic as determined by the~~
 178 ~~department. Those requirements and the review process must be well-defined and~~
 179 ~~documented by the department.~~

180
 181 2. Be employed less than full-time by Southeast Missouri State University or
 182 recommended by the department chairperson and endorsed by the college dean (see
 183 below).

184 3. Be reappointed for each specific course they are employed to teach and not need
 185 reappointment each subsequent time the same course is taught.

186
 187 ~~Appointment to the adjunct graduate faculty should be by:~~

- 188 ~~1. Recommendation of the department chairperson.~~
- 189 ~~2. Endorsement of the college dean of the college.~~
- 190 ~~3. Approval by the Dean of the Graduate School Studies.~~

191
 192 ~~At the time of application, the Dean of the Graduate School Studies should be supplied~~
 193 ~~with full documentation supportive of the recommendation of the department and college.~~

194
 195 Approved Faculty Senate Bill 12-A-12, President Review 5/14/12, 15 Day Review
 196 11/15/12

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PROCEDURES

Action	Date
Introduced to Senate	11/17/2021
Second Senate Meeting	04/12/2023
Faculty Senate Vote	
President’s Review	
15 Day Review	
Posted to Faculty Handbook	

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