

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 22-A-04

Approved by the Faculty Senate: 4/12/2023

BRIEF SUMMARY: This bill revises the Procedures section for “Graduate Faculty Status” in Chapter 2 of the *Faculty Handbook*.

~~Revision~~ Revising Graduate Faculty Status Procedures

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the procedures portion of “Graduate Faculty Status” section in Chapter 2 of the *Faculty Handbook* 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 ~~Provost~~provost.

Graduate Faculty Responsibilities, Expectations Qualifications, and Appointment

~~It is the responsibility of t~~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 request~~ faculty meet 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 equivalent professional experience ~~evidence~~ that clearly demonstrates the necessary professional competencies. When faculty members are employed based on equivalent professional experience, the department must

44 document a well-defined minimum threshold of experience and the evaluation process used. In
45 no case will an appointment be made where an individual's academic and professional
46 qualifications do not exceed those of the students. Faculty members should have a record of
47 research, scholarship, or professional achievement in the appropriate discipline for the program.
48 An appointment requires an academic degree to exceed those of the students or experience
49 equivalent to the degree otherwise required for the position, except in the case of a terminal
50 degree where faculty members will possess the same level of degree the students are seeking.

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52 Appointment to any level 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.

60 Periodic Review

61 ~~Departments are expected to should~~ update ~~annually~~ their graduate faculty roster annually.
62 ~~Additionally, e~~Every five years, graduate faculty members must renew their status by verifying
63 that they have been ~~department chairpersons are asked to verify that each member of the~~
64 ~~graduate faculty has been actively~~ involved in decisions affecting graduate education at the
65 departmental level and ~~has have~~ taught at least one 600- or 700-level course or two 500-level
66 classes with graduate students enrolled or ~~has have~~ supervised graduate students research,
67 graduate independent studies, etc., and ~~has have~~ maintained a record of active scholarship.
68 Faculty who have not met the criteria for renewal will have one year to meet them before losing
69 graduate faculty status.

71 Responsibilities of Regular Graduate Faculty

72 ~~Members of the regular graduate faculty are responsible for:~~

- 73 1. Chairing and serving on master's and specialist's advisory committees.
- 74 2. Directing master's theses, graduate papers and projects, and specialist degree papers and
75 internships.
- 76 3. Teaching graduate-level courses and directing graduate-level research.
- 77 4. Electing and serving on the Graduate Council and its committees.
- 78 5. Serving as a departmental or extra-departmental examiner for final graduate or oral or
79 written examinations.
- 80 6. Assisting in the preparation and evaluation of master's comprehensive examinations.
- 81 7. Providing leadership in improving the quality of graduate education.
- 82 8. Serving as graduate student advisors.
- 83 9. Demonstrating annually graduate research, creative/scholarly effort, or service.
- 84 10. Meeting annually as graduate faculty with the Dean of Graduate Studies.

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86 Qualifications for Regular graduate-Graduate faculty-Faculty members are expected to:

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

- 98 ~~1. Recommendation of the department chairperson.~~
- 99 ~~2. Endorsement of the dean of the college.~~
- 100 ~~3. Approval by the Dean of Graduate Studies~~

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102 **Responsibilities of Associate Graduate Faculty**

103 ~~Members of the associate graduate faculty are responsible for:~~

- 104 1. Teaching graduate-level courses.
- 105 2. Serving on master's committees.
- 106 3. Directing master's graduate non-thesis papers and projects.
- 107 4. Serving as departmental examiners for final oral examinations.
- 108 5. Assisting in the preparation and evaluation of master's comprehensive examinations.
- 109 5.6. Serving as a graduate student advisor.

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111 **Qualifications for Associate graduate Graduate faculty Faculty are expected to:**

- 112 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the
- 113 degree otherwise required. If faculty are teaching courses in a terminal degree program,
- 114 they may hold the same level of degree as that which the students are seeking.
- 115 Requirements and the review process must be well-defined and documented by the
- 116 department.
- 117 ~~1. Have completed all requirements for the terminal degree except the dissertation where~~
- 118 ~~appropriate.~~
- 119 ~~2. Have completed most requirements where the doctorate is not the terminal degree.~~
- 120 ~~3.2.~~ Be a full-time employee of Southeast Missouri State University and a member of the
- 121 instructional unit in which the appointment is proposed.
- 122 ~~4.3.~~ Have competence in the discipline in which the appointment is proposed as demonstrated
- 123 by prior study, by teaching experience, research, scholarly activity, creative projects, and
- 124 professional practice.

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126 ~~Appointment to the associate graduate faculty should be by:~~

- 127 ~~1. Recommendation of the department chairperson.~~
- 128 ~~2. Endorsement of the dean of the college.~~
- 129 ~~3. Approval by the Dean of Graduate Studies.~~

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

Responsibilities of Adjunct Graduate Faculty

- 1. Teaching graduate-level/dual-enrollment courses.
- 2. Serving on master’s committees.

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

Qualifications for Adjunct graduate Graduate faculty Faculty are expected to:

- 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the degree otherwise required. If faculty are teaching courses in a terminal degree program, they may hold the same level of degree as that which the students are seeking. Requirements and the review process must be well-defined and documented by the department.
- ~~1. Possess academic and professional service qualifications demanded for teaching in a particular area of graduate study or have a post-graduate degree in the area of emphasis and substantial professional experience in that field.~~
- 2. Be employed less than full-time at Southeast Missouri State University - or recommended by the department chairperson and endorsed by the college dean.
- 3. Be ~~re~~appointed for each specific course they are employed to teach. Reappointment is not required each subsequent time the same course is taught.

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

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

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

Approved by Faculty Senate 3/21/12, Approved by President 5/14/12, Posted for 15-Day Review 11/15/12

PROCEDURES

Action	Date
Introduced to Senate	11/17/2021
Second Senate Meeting	04/12/2023
Faculty Senate Vote	04/12/23
President’s Review	
15 Day Review	

Handbook Section: Chapter 2

Proposed Change: Changing the procedures of the Graduate Faculty section to clarify graduate faculty status

Source of Bill: Professional Affairs Committee

Posted to Faculty Handbook	
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