

1 **FACULTY SENATE** **SOUTHEAST MISSOURI STATE UNIVERSITY**

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3 **FACULTY SENATE BILL 22-A-04**

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5 **Approved by the Faculty Senate: 9/27/2023**

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

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12 **Revising Graduate Faculty Status Procedures**

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14 **BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the procedures  
15 portion of “Graduate Faculty Status” section in Chapter 2 of the *Faculty Handbook* will be  
16 replaced by this bill.

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19 **TITLE OF SECTION: Procedure**

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21 *Procedures Faculty Senate bill 12-A-12 begins here.*

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23 ***Variable Load Assignment***

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

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

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35 ***Graduate Faculty Responsibilities, Qualifications, and Appointment***

36 The faculty member and department chairperson will provide adequate evidence of  
37 eligibility as graduate faculty. Department chairpersons must verify that faculty meet criteria as  
38 graduate faculty. Professional qualifications should include the doctoral degree or terminal  
39 degree for the discipline, or equivalent professional experience that clearly demonstrates the  
40 necessary professional competencies. When faculty members are employed based on equivalent  
41 professional experience, the department must document a well-defined minimum threshold of  
42 experience and the evaluation process used. Faculty members shall have a record of research,  
43 scholarship, or professional achievement in the appropriate discipline for the program. An

44 appointment requires an academic degree to exceed those of the students or experience  
45 equivalent to the degree otherwise required for the position, except in the case of a terminal  
46 degree where faculty members will possess the same level of degree the students are seeking.

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48 Appointment to any level of graduate faculty shall be by:

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

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53 At the time of application, the Dean of Graduate Studies shall be supplied with full  
54 documentation supporting the recommendation of the department and college.

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### 56 **Periodic Review**

57 Departments must update their graduate faculty roster annually. Every five years, graduate  
58 faculty members must renew their status by verifying that they have been involved in decisions  
59 affecting graduate education at the departmental level and have taught at least one 600- or 700-  
60 level course or two 500-level classes with graduate students enrolled or have supervised graduate  
61 students research, graduate independent studies, etc., and have maintained a record of active  
62 scholarship. Faculty who have not met the criteria for renewal will have one year to meet them  
63 before losing graduate faculty status.

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### 65 **Responsibilities of Regular Graduate Faculty**

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

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### 79 **Qualifications for Regular Graduate Faculty**

- 80 1. Hold an earned doctorate or the appropriate terminal degree for those disciplines in which  
81 the doctorate is traditionally not required or available.
- 82 2. Be full-time employees of Southeast Missouri State University and members of the  
83 instructional unit to which the appointment is proposed.
- 84 3. Have competence in the discipline in which the appointment is proposed as demonstrated  
85 by prior study, teaching experience, research, scholarly activity, and professional  
86 practice.

- 87 4. Provide evidence of peer-reviewed scholarship or creativity as appropriate to the  
88 discipline.  
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90 ***Responsibilities of Associate Graduate Faculty***

- 91 1. Teaching graduate-level courses.  
92 2. Serving on master's committees.  
93 3. Directing master's graduate non-thesis papers and projects.  
94 4. Serving as departmental examiners for final oral examinations.  
95 5. Assisting in the preparation and evaluation of master's comprehensive examinations.  
96 6. Serving as a graduate student advisor.  
97

98 **Qualifications for Associate Graduate Faculty**

- 99 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the  
100 degree otherwise required. If faculty are teaching courses in a terminal degree program,  
101 they may hold the same level of degree as that which the students are seeking.  
102 Requirements and the review process must be well-defined and documented by the  
103 department.  
104 2. Be a full-time employee of Southeast Missouri State University and a member of the  
105 instructional unit in which the appointment is proposed.  
106 3. Have competence in the discipline in which the appointment is proposed as demonstrated  
107 by prior study, by teaching experience, research, scholarly activity, creative projects, and  
108 professional practice.  
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110 ***Responsibilities of Adjunct Graduate Faculty***

- 111 1. Teaching graduate-level/dual-enrollment courses.  
112 2. Serving on master's committees.  
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114 **Qualifications for Adjunct Graduate Faculty**

- 115 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the  
116 degree otherwise required. If faculty are teaching courses in a terminal degree program,  
117 they may hold the same level of degree as that which the students are seeking.  
118 Requirements and the review process must be well-defined and documented by the  
119 department.  
120 2. Be employed less than full-time at Southeast Missouri State University or recommended  
121 by the department chairperson and endorsed by the college dean.  
122 3. Be appointed for each specific course they are employed to teach. Reappointment is not  
123 required each subsequent time the same course is taught.  
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125 *Approved by Faculty Senate 3/21/12, Approved by President 5/14/12, Posted for 15-Day Review 11/15/12*  
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130 **PROCEDURES**

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

<b>Action</b>	<b>Date</b>
Introduced to Senate	11/17/2021
Second Senate Meeting	09/27/2023
Faculty Senate Vote	09/27/2023
President's Review	10/2/2023
15 Day Review	11/8/2023
Posted to Faculty Handbook	

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