

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 section, Chapter 2, Section D, Subsection 6, of the Faculty Handbook to provide clarity to graduate faculty status procedure.

Graduate Faculty

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the procedure portion of the Department Chairs section of the faculty handbook (Chapter 1, Section F, Subsection 9) 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.

Graduate Faculty Responsibilities, Expectations, and Appointment

The faculty member and department chairperson will provide adequate evidence of eligibility as graduate faculty. Department chairpersons must verify faculty meet criteria established as graduate faculty. Professional qualifications should include the doctoral degree, the terminal degree 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 program. In addition, an appointment requires an academic degree to exceed those of the students or experience equivalent to the degree otherwise required for the position, except in the case of a terminal degree where

44 faculty members will possess the same level of degree the students are seeking. When
45 faculty members are employed based on equivalent experience, a defined minimum
46 threshold of experience and evaluation process will be used.

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48 Appointment to all the following levels of graduate faculty should 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 should be supplied with full
54 documentation supporting the recommendation of the department and college.

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56 **Periodic Review**

57 Departments should update their graduate faculty roster annually. Every five years,
58 graduate faculty members must renew their status by verifying that they have been actively
59 involved in decisions affecting graduate education at the departmental level and have
60 taught at least one 600- or 700- level course or two 500-level classes with graduate
61 students enrolled or has supervised graduate student research, graduate independent
62 studies, etc., and have maintained a record of active scholarship.

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

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67 **Regular Graduate Faculty**

68 Members of the regular graduate faculty are responsible for:

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

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82 Regular graduate faculty members are expected to:

- 83 1. Hold an earned doctorate or the appropriate terminal degree for those disciplines in
84 which the doctorate is traditionally not required or available.
- 85 2. Be full-time employees of Southeast Missouri State University and members of the
86 instructional unit to which the appointment is proposed.

- 87 3. Have competence in the discipline in which the appointment is proposed as
88 demonstrated by prior study, teaching experience, research, scholarly activity, and
89 professional practice.
90 4. Provide evidence of peer-reviewed scholarship or creativity as appropriate to the
91 discipline.

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93 **Associate Graduate Faculty**

94 Members of the associate graduate faculty are responsible for:

- 95 1. Teaching graduate-level courses.
96 2. Serving on master's committees.
97 3. Directing master's graduate non-thesis, papers, and projects.
98 4. Serving as departmental examiners for final oral examinations.
99 5. Assisting in the preparation and evaluation of master's comprehensive examinations.
100 6. Serve as graduate student advisors

101

102 Associate graduate faculty are expected to:

- 103 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the
104 degree otherwise required; except in the case of a terminal degree where faculty members
105 may possess the same level of degree the students are seeking. Requirements and the
106 review process must be well-defined and documented by the department.
107 2. Be a full-time employee of Southeast Missouri State University and a member of the
108 instructional unit in which the appointment is proposed.
109 3. Have competence in the discipline in which the appointment is proposed as
110 demonstrated by prior study, by teaching experience, research, scholarly activity, creative
111 projects, and professional practice.

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113 **Adjunct Graduate Faculty**

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

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117 Adjunct graduate faculty are expected to:

- 118 1. Have a doctorate or terminal degree for the discipline or experience equivalent to the
119 degree otherwise required; except in the case of a terminal degree where faculty members
120 may possess the same level of degree the students are seeking. Requirements and the
121 review process must be well-defined and documented by the department.
122 2. Be employed less than full-time by Southeast Missouri State University or
123 recommended by the department chairperson and endorsed by the college dean (see
124 below).
125 3. Be appointed for each specific course they are employed to teach and not need
126 reappointment each subsequent time the same course is taught.

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128 Approved Faculty Senate Bill 12-A-12, President Review 5/14/12, 15 Day Review
129 11/15/12

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PROCEDURES

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

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