

Handbook Section: Chapter 2, Section D, Subsection 6

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

Source of Bill: Professional Affairs Committee

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

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3 **FACULTY SENATE BILL 21-A-04**

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5 **Approved by the Faculty Senate**
6 **DATE**

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8 **BRIEF SUMMARY:** This resolution makes changes to the Graduate Faculty section,
9 Chapter 2, Section D, Subsection 6, of the Faculty Handbook to provide clarity to graduate
10 faculty status procedure.

11
12 **Graduate Faculty**

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14 **BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the
15 procedure portion of the Department Chairs section of the faculty handbook (Chapter 1,
16 Section F, Subsection 9) will be replaced by this bill.

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18
19 **TITLE OF SECTION: Procedure**

20
21 **Procedures** Faculty Senate Bill 12-A-12 begins here

22
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
26 must be a list of anticipated outcomes that will result from the variable teaching
27 assignment (for example, completed theses or creative projects under the guidance of the
28 faculty member, publications, preparation of grant applications).

29
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
32 the college. These arrangements should be recommended by the appropriate department
33 chairperson to the dean and approved by the Provost.

34
35 **b. Graduate Faculty Responsibilities, Expectations, and Appointment**

36 It is the responsibility of the faculty member and their department chairperson to
37 provide adequate evidence of the individual's eligibility for appointment as a graduate
38 faculty member. Department chairpersons in their appraisal of the application must verify
39 that data presented in the request meet the criteria established as qualifications for
40 membership in the graduate faculty. Professional qualifications should include the
41 appropriate doctoral degree, or the terminal degree appropriate to the discipline, or
42 evidence that clearly demonstrates the necessary professional competencies. In no case will

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43 an appointment be made where an individual's academic and professional qualifications do
44 not exceed those of the students.

45
46 Departments are expected to update annually their graduate faculty roster. Additionally,
47 every five years, department chairpersons are asked to verify that each member of the
48 graduate faculty has been actively involved in decisions affecting graduate education at the
49 departmental level and has taught at least one 600- or 700- level course or two 500-level
50 classes with graduate students enrolled or has supervised graduate student research,
51 graduate independent studies, etc., and has maintained a record of active scholarship.

52
53 **Regular Graduate Faculty**

54 Members of the regular graduate faculty are responsible for:

- 55 1. Chairing and serving on master's and specialist's advisory committees.
- 56 2. Directing master's theses, graduate papers and projects, and specialist degree papers and
57 internships.
- 58 3. Teaching graduate-level courses and directing graduate-level research.
- 59 4. Electing and serving on the Graduate Council and its committees.
- 60 5. Serving as a departmental or extra-departmental examiner for final graduate oral or
61 written examinations.
- 62 6. Assisting in the preparation and evaluation of master's comprehensive examinations.
- 63 7. Providing leadership in improving the quality of graduate education.
- 64 8. Serving as graduate student advisors.
- 65 9. Demonstrating annually graduate research, creative/scholarly effort, or service.
- 66 10. Meeting annually as graduate faculty with the Dean of ~~the~~ Graduate SchoolStudies.

67
68 Regular graduate faculty members are expected to:

- 69 1. Hold an earned doctorate or the appropriate terminal degree for those disciplines in
70 which the doctorate is traditionally not required or available.
- 71 2. Be full-time employees of Southeast Missouri State University and members of the
72 instructional unit to which the appointment is proposed.
- 73 3. Have competence in the discipline in which the appointment is proposed as
74 demonstrated by prior study, teaching experience, research, scholarly activity, and
75 professional practice.
- 76 4. Provide evidence of peer-reviewed scholarship or creativity as appropriate to the
77 discipline.

78
79 Appointment to the regular graduate faculty should be by:

- 80 1. Recommendation of the department chairperson.
- 81 2. Endorsement of the college dean ~~of the college~~.
- 82 3. Approval by the Dean of ~~the~~ Graduate SchoolStudies.

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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.

Associate Graduate Faculty

Members of the associate graduate faculty are responsible for:

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

Associate graduate faculty are expected to:

- ~~1. Have completed all requirements for the terminal degree except the dissertation where appropriate.~~
- ~~2. Or have completed most requirements where the doctorate is not the terminal degree, Or, have a post graduate degree in the discipline and demonstrated experience deemed equivalent to one level above the courses being taught or thesis topic. Those requirements and the review process must be well defined and documented by the department.~~
1. Meet educational and/or experiential requirements for graduate-level instruction, which may be any one of the following:
 - a. Have completed all requirements for the terminal degree except the dissertation
 - b. Have completed most requirements for the terminal degree where a doctorate is not an expectation.
 - c. Have a graduate degree in the discipline that is at or above the level of the courses being taught AND tested experience deemed equivalent to a level above the courses being taught. Requirements and the review process must be well-defined and documented by the department.
23. Be a full-time employee of Southeast Missouri State University and a member of the instructional unit in which the appointment is proposed.
34. Have competence in the discipline in which the appointment is proposed as demonstrated by prior study, by teaching experience, research, scholarly activity, creative projects, and professional practice.

Appointment to the associate graduate faculty should be by:

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

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

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Adjunct Graduate Faculty

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

Adjunct graduate faculty are expected to:

1. Meet educational and/or experiential requirements for graduate-level instruction, which may be any one of the following:

a. Have completed all requirements for the terminal degree except the dissertation

b. Have completed most requirements for the terminal degree where a doctorate is not an expectation.

c. Have a graduate degree in the discipline that is at or above the level of the courses being taught OR tested experience deemed equivalent to a level above the courses being taught. 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. Have completed all requirements for the terminal degree except the dissertation where appropriate.~~

~~-Or have completed most requirements where the doctorate is not the terminal degree.~~

~~-Or, have a post-graduate degree in the discipline or demonstrated experience deemed equivalent to one level above the courses being taught or thesis topic as determined by the department. Those requirements and the review process must be well-defined and documented by the department.~~

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

3. Be reappointed for each specific course they are employed to teach and not need reappointment 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 college dean ~~of the college~~.

3. Approval by the Dean of ~~the~~ Graduate School Studies.

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

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

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PROCEDURES

Action	Date
Introduced to Senate	11/17/2021
Second Senate Meeting	3/30/2022
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	

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