Graduate Faculty Council Minutes
September 11, 2018

Members Present: Kelly Steelman (Cog Sci), Will Cantrell (Atmo Sci), Ebenezer Tumban, (Bio Sci), Mari Buche (Bus and Data Sci), Julie King, & Becky Ong (Chem Eng), Shiyue Fang, (Chem), Veronica Webster (Civ Env Eng), Ben Ong (Data Sci), Mike Roggemann (ECE), Ann Maclean (SFRES), Ramon Fonkoue (Humanities), Qinghui Chen (KIP), Leonard Bohmann (Mat Scie Eng), Craig Friedrich (Mech Eng), Kari Henquinet (Peace Corps), Yoke Khin Yap (Physics), Chelsea Schelly (Soc Sci)

Guests Present: Pushpa Murthy (Grad Sch), Faith Morrison (Grad Sch), Mary Stevens (Grad Sch), Nancy Byers Sprague (Grad Sch), Apurva Baruah (GSG)

Approval of previous minutes
The April 24 minutes will be voted on during the next meeting.

Welcome new members!

New GFC chair:
• Veronica Webster was nominated to serve as Chair and approved on a voice vote.

Graduate faculty status - appointment and review (P. Murthy and F. Morrison)
• Old business: Modification of Graduate Faculty Status in the faculty handbook
  o The Graduate School proposal revises the policies and procedures governing Graduate Faculty Status to align with Higher Learning Commission expectations, as outlined in the proposal. The two tables in the proposal show the types of full and associate Graduate Faculty Status and what the roles are. Only individuals with full status are allowed to be the sole advisor of a student. In addition to being a sole advisor, individuals with full status can teach any graduate level class assigned, be a member of any graduate student advisory committee, and be a co-advisor.
  o Those with associate Graduate Faculty Status are assigned, when appointed, to serve on certain graduate student advisory committees, which co-advising they will do, and what classes they will teach.
  o An appeals process is added for changes or termination of Graduate Faculty Status. After reviewing several existing committees and the option of forming an ad hoc committee, the Graduate School recommends forming a standing appeals committee for the best functioning of the appeals process.
  o The Graduate School will make the suggested changes and corrections to the Recommendation for Appointment to Graduate Faculty Status form.
  o The decision was made to bring the proposal to a vote at the September 25 2018 meeting of the GFC. At that time there may be additional discussion of having a standing committee verses an ad hoc committee, if needed.

Old business: Further revision of external membership on graduate committees
• This second proposal from the Graduate School is to put the agreed upon functionality of who may serve as an external member on graduate student advisory committees into the language of full and associate Graduate Faculty Status; the language appears in table 1 of the proposal.
• It was suggested to add footnote 2 after table 1: “Nondepartmental programs are recommended to include at least one external member who is not a member of the program.”

A second September meeting will be scheduled in two weeks to continue discussing the proposals.

Motion to adjourn at 5:15 pm.
Graduate School

Graduate Faculty Council Agenda

September 11, 2018

Approval of previous minutes

1. Welcome new members
2. New GFC chair
3. Graduate faculty status - appointment and review (P. Murthy)
   a. Old business: Modification of graduate faculty status in faculty handbook
   b. Old business: Further revision of external membership on graduate committees
   c. Informational item: Forms to be completed for appointment to graduate faculty status
September 11, 2018

Handouts of the Graduate Faculty Council

1. Modification of Graduate Faculty Status in Faculty Handbook

2. "Further Revision of Graduate School Policy Regarding External Membership on Graduate Committees"

3. Recommendation for Appointment to Graduate Faculty Status

4. Graduate Faculty Appeals Committee Discussion

5. Procedure for Review of Graduate Faculty Status
The University Senate of Michigan Technological University

Proposal XX-18

Modification of Graduate Faculty Status in Faculty Handbook

Submitted by: Graduate School

I. Background:

This proposal from the Graduate School is to modify section 1.5.3 of the Faculty Handbook and:

- Defines and distinguishes between full and associate appointments to Graduate Faculty Status;
- Revises the criteria for meriting Graduate Faculty Status in order to be in accord with Higher Learning Commission (HLC) expectations;
- Clarifies Graduate Faculty Status review schedules.

Audience: Faculty and others teaching or advising graduate students.

Rationale: The HLC outlines higher expectations for faculty teaching and supervising research at the graduate level than currently articulated in the Faculty Handbook. By HLC standards, faculty members teaching at the graduate level in general “… should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program” and those working at the doctoral level should “have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.”

Currently the Graduate School recognizes individuals involved in graduate education in three ways: 1) those who have Graduate Faculty Status; 2) those appointed to Graduate Faculty Status on an ad hoc basis for very specific purposes, and 3) individuals without Graduate Faculty Status who are granted permission to teach graduate-level courses.

This proposal addresses the requirements for faculty members involved in graduate education by organizing appointments to Graduate Faculty Status to two categories, full and associate. These two categories are defined in the accompanying revisions to section 1.5.3 of the Faculty Handbook. Those who meet the full criteria are granted full appointments to Graduate Faculty Status. The existing Graduate Faculty Status review process is modified to include an appeal process.
II. Proposal:

Proposed that section 1.5.3 of the Faculty Handbook be revised to read as follows: (current text in black or red strikethrough if deleted; insertions in red.) **A version of the proposal with all changes accepted is also appended.**

1.5.3 Graduate Faculty Status

A. Membership

The Graduate Faculty consists of members of the academic faculty holding the rank of ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, or PROFESSOR who have been appointed by the Dean of the Graduate School. Tenured and tenure-track faculty who are awarded EMERITUS status upon retirement remain members of the Graduate Faculty.

The Dean of the Graduate School may also grant graduate faculty status to others academic faculty with an on-going professional relationship with Michigan Tech including RESEARCH faculty, PART-TIME, VISITING, or ADJUNCT faculty members, LECTURERS, and INSTRUCTORS, RESEARCH ENGINEERS, and RESEARCH SCIENTISTS PROFESSIONALS OF PRACTICE, and ADJUNCT faculty.

Under special circumstances, the Graduate Dean may appoint qualified individuals with special technical expertise to the Graduate Faculty Status for a specific term and purpose, such as serving as a member of a student’s advisory committee.

Graduate faculty members are eligible to teach graduate courses (5000 level and above), serve as examining members on Master’s and PhD committees, and supervise Master’s and PhD students.

Persons who are not members of the Graduate Faculty may teach 5000 and 6000 level courses only after obtaining written approval from the Dean of the Graduate School.

B. Types of Appointments

There are two types of appointments to Graduate Faculty Status:

**Full Appointment:** Members with full appointment to Graduate Faculty Status are eligible to teach graduate courses (5000 level and above), serve as members on Master’s and PhD committees, and supervise Master’s and PhD students as sole or co-advisor.

**Associate Appointment:** Persons with special technical expertise may be appointed to associate Graduate Faculty Status to serve as member of a student’s advisory committee.
and/or to serve as a co-advisor for a graduate student and/or to teach 5000 and 6000 level courses.

Those with an associate appointment to Graduate Faculty Status are ineligible to serve as a graduate student’s sole advisor. Associate appointments are for a specific term and purpose. Eligibility and roles for the two types of Graduate Faculty Status appointments are summarized in Tables 1 and 2.

Table 1. Graduate Faculty Status eligibility based on University appointment.

<table>
<thead>
<tr>
<th>University Appointment</th>
<th>Full Appointment to Graduate Faculty Status¹</th>
<th>Associate Appointment to Graduate Faculty Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/TT faculty² or academic administrators – with terminal degree</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>T/TT faculty² or academic administrators – without terminal degree</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Emeriti faculty</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-TT faculty³ – with terminal degree</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-TT faculty³ – without terminal degree</td>
<td>Not generally eligible⁴</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjunct faculty</td>
<td>Not eligible</td>
<td>Yes</td>
</tr>
<tr>
<td>No Michigan Tech employment</td>
<td>Not eligible</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1. Requires 50% or greater regular faculty appointment or emeriti faculty.
2. See Faculty Handbook 1.5.1
3. See Faculty Handbook 1.5.5
4. The Dean of the Graduate School may, under special circumstances, consider a full appointment to Graduate Faculty Status when:
   a. The tested experience of the candidate is relevant to the assigned teaching and scholarly duties, and
   b. The candidate is recognized by peers for distinguished professional accomplishments, and
   c. The candidate is considered an expert in the course(s) to be taught or scholarly activity that will be supervised.
Table 2. Delineation of roles based on Graduate Faculty Status.

<table>
<thead>
<tr>
<th>Role</th>
<th>Full Appointment</th>
<th>Associate Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teach graduate courses</td>
<td>Yes</td>
<td>Teach course(s) specified at the time of appointment</td>
</tr>
<tr>
<td>Sole-advisor to graduate students</td>
<td>Yes</td>
<td>Not eligible</td>
</tr>
<tr>
<td>Co-advisor to graduate students</td>
<td>Yes</td>
<td>Co-advise student(s) specified at the time of appointment</td>
</tr>
<tr>
<td>Serve on graduate advisory committees</td>
<td>Yes</td>
<td>Serve on student(s) committee(s) specified at the time of appointment</td>
</tr>
</tbody>
</table>
| Term length of Grad Faculty Status    | Eight years      | Permission to teach: Should match faculty appointment, or every 8 years, whichever is shorter
                                          |                  | Permission to serve on research advisory committee: Until student(s) complete degree(s)  |
| Renewal process                       | Review by academic unit every eight years | At reappointment or every eight years, whichever is shorter.                              |

C. Qualifications of those with Graduate Faculty Status.

1. Qualifications expected for graduate faculty appointment:
   a. Experience and continued interest in the conduct of research.
   b. The necessary background for, and a continued interest in, teaching graduate courses.
   c. Continued interest in serving as a graduate student advisor.

2. Evidence of Qualifications
   Faculty may meet the qualification requirements if they:
   a. Are currently involved in research work or graduate instruction or in advising graduate students.
   b. Regularly publish articles in recognized journals having national distribution or books related to their field of study.
   c. Have earned the terminal degree in their field.
It is expected that all appointed to Graduate Faculty Status possess:

- a record of research, scholarship, or achievement appropriate for the graduate program that nominates them;
- the necessary background for, and a continued interest in, teaching graduate courses; and
- a commitment to graduate student success.

Evidence that a candidate meets the qualification requirements may include that they:

- regularly publish articles in recognized journals having national distribution, author books/chapters related to their field of study, or are otherwise recognized for their research and scholarship;
- have earned the terminal degree in their field; and
- have a record of promoting graduate student success.

D. Appointment Procedures

Graduate Faculty Status appointment and retention decisions are made by the Dean of the Graduate School with recommendations and advice from department chairs, deans of colleges and schools, and the Graduate Faculty Council.

Recommendation for Graduate Faculty status is made in writing by the department chair of the appropriate academic unit or by the dean of the appropriate School. These recommendations are forwarded to the appropriate college Dean, where appropriate, and then to the Graduate Dean.

E. Review of Graduate Faculty Status

It is expected that department chairs/school deans will continually review the performance of all individuals holding Graduate Faculty Status in their respective units using criteria outlined in Section B-C above. A "procedure for review of graduate faculty" status every eight years and a suggested "Review Template" was approved by the Graduate Faculty Council on April 7, 2015 is maintained by the Graduate School.

When, in a department chair/school dean's professional judgement, a faculty member holding a appointment to graduate faculty appointment is no longer appropriate satisfactorily functioning in this capacity, the chair/dean must recommend that the individual appointment in question be removed from graduate faculty status or terminated. The Dean of the Graduate School may also initiate the removal process that leads to the change or termination of Graduate Faculty Status in consultation with the appropriate chair/dean. The Dean of the Graduate School will act on recommendations with the advice and consent of the Graduate Faculty Council.
A person removed from full appointment to Graduate Faculty Status during a review will be eligible for future recommendation to full appointment to Graduate Faculty Status.

**Appeals Process**

1. An individual (the appellant) may appeal, in writing, the recommendation for change or termination of Graduate Faculty Status to the Dean of the Graduate School.
   a. Appeals must be made within 30 calendar days of being notified of the recommendation for Graduate Faculty Status change or termination.
   b. Appeals must specifically list the basis for the appeal, including the aspect of the policy or procedure that the candidate believes was violated or evidence that was not considered appropriately in evaluating their qualifications for the desired Graduate Faculty Status.
2. The Dean of the Graduate School will forward the appeal to a standing committee comprised of members selected from among faculty with full appointment to Graduate Faculty Status. The composition and functioning of the Graduate Faculty Status Appeals Committee (GFSAC, pronounced "gif-sac") will be determined by the Dean of the Graduate School, with the advice and consent of the Graduate Faculty Council.
3. The GFSAC and the Dean of the Graduate School will forward their recommendations to the provost, who will make the final decision.
4. The provost will communicate the decision to the appellant, the Dean of the Graduate School, and to any affected recommending bodies, generally within 30 calendar days of receipt.

**III. Proposal History:**

Proposed to the Graduate Faculty Council on April x, 2018.
Approved by the Graduate Faculty Council on April x, 2018.

Academic Policy Committee xx??
Dean’s Council on xx??
Introduced in Senate xx
Adopted by Senate: xx
Approved by Administration: xx
I. Proposal:

Proposed that section 1.5.3 of the Faculty Handbook be revised to read as follows: All changes accepted.

1.5.3 Graduate Faculty Status

A. Membership

The Graduate Faculty consists of members of the academic faculty holding the rank of ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, or PROFESSOR who have been appointed by the Dean of the Graduate School. Tenured and tenure-track faculty who are awarded EMERITUS status upon retirement remain members of the Graduate Faculty.

The Dean of the Graduate School may also grant Graduate Faculty Status to other academic faculty with an on-going professional relationship with Michigan Tech including RESEARCH faculty, LECTURERS, INSTRUCTORS, PROFESSORS OF PRACTICE, and ADJUNCT faculty.

Under special circumstances, the Graduate Dean may appoint qualified individuals with special technical expertise to Graduate Faculty Status for a specific term and purpose, such as serving as a member of a student's advisory committee.

B. Types of Appointments

There are two types of appointments to Graduate Faculty Status:

**Full Appointment:** Members with full appointment to Graduate Faculty Status are eligible to teach graduate courses (5000 level and above), serve as members on Master's and PhD committees, and supervise Master's and PhD students as sole or co-advisor.

**Associate Appointment:** Persons with special technical expertise may be appointed to associate Graduate Faculty Status to serve as member of a student's advisory committee and/or to serve as a co-advisor for a graduate student and/or to teach 5000 and 6000 level courses.

Those with an associate appointment to Graduate Faculty Status are ineligible to serve as a graduate student’s sole advisor. Associate appointments are for a specific term and purpose. Eligibility and roles for the two types of Graduate Faculty Status appointments are summarized in Tables 1 and 2.
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<td>Yes</td>
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<td>Non-TT faculty(^3) – with terminal degree</td>
<td>Yes</td>
<td>Yes</td>
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1. Requires 50% or greater regular faculty appointment or emeriti faculty.
2. See Faculty Handbook 1.5.1
3. See Faculty Handbook 1.5.5
4. The Dean of the Graduate School may, under special circumstances, consider a full appointment to Graduate Faculty Status when:
   a. The tested experience of the candidate is relevant to the assigned teaching and scholarly duties, and
   b. The candidate is recognized by peers for distinguished professional accomplishments, and
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Table 2. Delineation of roles based on Graduate Faculty Status.

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| Term length of Grad Faculty Status | Eight years | • Permission to teach: Should match faculty appointment, or every 8 years, whichever is shorter  
                                    |                  | • Permission to serve on research advisory committee: Until student(s) complete degree(s) |
| Renewal process            | Review by academic unit every eight years | At reappointment or every eight years, whichever is shorter. |

C. Qualifications of those with Graduate Faculty Status.

It is expected that all appointed to Graduate Faculty Status possess:

- a record of research, scholarship, or achievement appropriate for the graduate program that nominates them;
- the necessary background for, and a continued interest in, teaching graduate courses; and
- a commitment to graduate student success.

Evidence that a candidate meets the qualification requirements may include that they:

- regularly publish articles in recognized journals having national distribution, author books/chapters related to their field of study, or are otherwise recognized for their research and scholarship;
- have earned the terminal degree in their field; and
- have a record of promoting graduate student success.
D. Appointment Procedures

Graduate Faculty Status appointment and retention decisions are made by the Dean of the Graduate School with recommendations and advice from department chairs, deans of colleges and schools, and the Graduate Faculty Council.

Recommendation for Graduate Faculty Status is made in writing by the department chair of the appropriate academic unit or by the dean of the appropriate School. These recommendations are forwarded to the appropriate College Dean, and then to the Graduate Dean.

E. Review of Graduate Faculty Status

It is expected that department chairs/school deans will continually review the performance of all individuals holding Graduate Faculty Status in their respective units using criteria outlined in Section C above. A "procedure for review of graduate faculty" status every eight years and a suggested "Review Template" is maintained by the Graduate School.

When, in a department chair/school dean's professional judgement, an appointment to Graduate Faculty Status is no longer appropriate the chair/dean must recommend that the appointment in question be changed or terminated. The Dean of the Graduate School may also initiate the process that leads to the change or termination of Graduate Faculty Status in consultation with the appropriate chair/dean.

A person removed from full appointment to Graduate Faculty Status during a review will be eligible for future recommendation to full appointment to Graduate Faculty Status.

Appeals Process

1. An individual (the appellant) may appeal, in writing, the recommendation for change or termination of Graduate Faculty Status to the Dean of the Graduate School.
   a. Appeals must be made within 30 calendar days of being notified of the recommendation for Graduate Faculty Status change or termination.
   b. Appeals must specifically list the basis for the appeal, including the aspect of the policy or procedure that the candidate believes was violated or evidence that was not considered appropriately in evaluating their qualifications for the desired Graduate Faculty Status.

2. The Dean of the Graduate School will forward the appeal to a standing committee comprised of members selected from among faculty with full appointment to Graduate Faculty Status. The composition and functioning of the Graduate Faculty Status Appeals Committee (GFSAC, pronounced "gif-sac") will be determined by the Dean of the Graduate School, with the advice and consent of the Graduate Faculty Council.
3. The GFSAC and the Dean of the Graduate School will forward their recommendations to the provost, who will make the final decision.
4. The provost will communicate the decision to the appellant, the Dean of the Graduate School, and to any affected recommending bodies, generally within 30 calendar days of receipt.
The University Senate of Michigan Technological University

PROPOSAL xx-19
(Voting Units: Academic)

"Further Revision of Graduate School Policy Regarding External Membership on Graduate Committees"

I. Background:
The membership of a student's advisory committee is recommended to the dean of the Graduate School by the advisor and the chair, dean, or graduate program director of the student's academic home department, school or program.

In 2014-15 the Senate passed Proposal 37-15 revising Graduate School policy on which Graduate Faculty members could serve as external and internal committee members for graduate students (http://www.mtu.edu/senate/policies-procedures/proposals-year/2014-15/37-15/index.html). The proposal was approved by the Administration on April 22, 2015 and became Graduate School policy on that date.

The Graduate School recently submitted to the Senate a proposal titled "Modification of Graduate Faculty Status in Faculty Handbook," which organizes appointments to Graduate Faculty Status into two categories, full and associate, and establishes other procedures related to Graduate Faculty Status. These changes clarify how Michigan Tech meets the standards of the Higher Learning Commission, which requires appropriate expectations for the qualifications of faculty when they are engaged in graduate-level teaching and supervising research at the graduate level.

The changes in the policy related to Graduate Faculty Status require a revisiting of the topic of service as an external member of a PhD committee at Michigan Tech. These changes have been discussed in the Graduate Faculty Council in 2016-17 and 2017-2018 and are now being brought to the Senate.

Members of graduate students' committees serve in several roles; the current proposal will specify the requirements of several roles as described below:

- The primary role of the "internal" members is to provide consideration of a student's research from a perspective from the student's home department. Internal members are part of the home department and provide a link to policies and practices in the home department.
- The primary role of "external" members of a PhD graduate student’s committee is to promote cross-disciplinary scholarly collaboration and consideration of a student’s research from a perspective that might not be available if all committee members were drawn solely from the student’s home department. For interdisciplinary PhD students "external" is defined as
external to the student's administrative home department, which is the department of the main advisor. There must be at least one external member on PhD committees.

- The advisor or co-advisor is the chair or co-chair of the graduate student's committee. The advisor or co-advisor is strongly associated with the project and therefore is not able to serve as the sole external member of the committee.

An additional related topic addressed in this proposal is that in the proposed policy, faculty with precisely 50% appointments in a department (the other half being an administrative appointment, for example) will be considered to be internal.

The Graduate Faculty Council and the Graduate School would like to replace the entire policy articulated in Senate Proposal 37-15 with the text in this proposal (shown below with deleted text in red strikethrough; original text is black; insertions are underlined in red). The new text is clear on all the permutations of role and appointment and will permit the Graduate School staff to implement the policy in a transparent manner.
II. Proposal:

The following is the policy for "internal" and "external" committee members on graduate student committees:

Beginning fall semester, 2015:

- "External" committee members continue to not be required for master's students.
- All committee members must have the appropriate Graduate Faculty Status (full status or associate status with the assignment to be on the student's committee).
- "External" committee members will not be required for master's students.
- Faculty-Those eligible to serve as “Internal” committee members will be defined as members of the Graduate Faculty with greater than or equal to 50% appointment in a student's administrative home department.
- Faculty-Those eligible to serve as “External” committee members will be defined as:
- Members of the Graduate Faculty who have less than 50% appointment in a student's administrative home department.
- The advisor or co-advisor may not serve as the sole external member of the committee.
  •—Note that those with associate Graduate Faculty Status are not eligible to be sole advisor. This includes members of the Graduate Faculty who possess Affiliated Faculty status in a student's administrative home department or with the student's graduate program (for non-departmental and interdisciplinary programs) unless the Affiliated Faculty member is serving as the student's advisor or co-advisor.
  •—Ad hoc members of the Graduate Faculty.
Table 1: Criteria for serving as external member of PhD graduate committees at Michigan Tech. Departments/Schools/Programs may be more restrictive than these policies.

<table>
<thead>
<tr>
<th>Committee members who are:</th>
<th>Graduate faculty status</th>
<th>External member of committee</th>
<th>Sole External member of committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty with ≥ 50% faculty appointment in the student’s home department (includes emeritus/a)</td>
<td>full</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Faculty with &lt; 50% faculty appointment in the student's home department (includes emeritus/a)</td>
<td>full</td>
<td>Yes</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
</tr>
<tr>
<td>Affiliated faculty in student's home department or in their interdisciplinary PhD program¹ (have primary faculty appointment in another department)</td>
<td>full</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
</tr>
<tr>
<td>Adjunct faculty with an appointment in the student's home department (do not have MTU academic appointment)</td>
<td>associate</td>
<td>Yes, as long as they are not co-advisor</td>
<td>Yes, as long as they are not co-advisor</td>
</tr>
<tr>
<td>Non-TT faculty without a terminal degree; Non-Michigan Tech employees</td>
<td>associate</td>
<td>Yes, as long as they are not co-advisor</td>
<td>Yes, as long as they are not co-advisor</td>
</tr>
</tbody>
</table>

¹ For Interdisciplinary PhD students, "external" is defined as external to the student's administrative home department, which is the department of the main advisor.
Clean copy of the new policy:

The following is the policy for "internal" and "external" committee members on graduate student committees:

- "External" committee members continue to not be required for master's students.
- All committee members must have the appropriate Graduate Faculty Status (full status or associate status with the assignment to be on the student's committee).
- Those eligible to serve as “Internal” committee members are defined as individuals with greater than or equal to 50% appointment in a student’s administrative home department.
- Those eligible to serve as “external” committee members will be defined as those who have less than 50% appointment in a student’s administrative home department.
- The advisor or co-advisor may not serve as the sole external member of the committee.

Note that those with associate Graduate Faculty Status are not eligible to be sole advisor.
Table 1: Criteria for serving as external member of PhD graduate committees at Michigan Tech. Departments/Schools/Programs may be more restrictive than these policies.

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<tr>
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<th>External member of committee</th>
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<tbody>
<tr>
<td>Faculty with $\geq 50%$ faculty appointment in the student's home department (includes emeritus/a)</td>
<td>full</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Faculty with $&lt; 50%$ faculty appointment in the student's home department (includes emeritus/a)</td>
<td>full</td>
<td>Yes</td>
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<td>Affiliated faculty in student's home department or in their interdisciplinary PhD program(^1) (have primary faculty appointment in another department)</td>
<td>full</td>
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\(^1\) For Interdisciplinary PhD students, "external" is defined as external to the student's administrative home department, which is the department of the main advisor.
Proposal History:

Proposed to the Graduate Faculty Council on September 11, 2018.

Approved by the Graduate Faculty Council on September xx, 2018.

Academic Policy Committee xx??

Dean’s Council on xx??

Introduced in Senate xx

Adopted by Senate: xx

Approved by Administration: xx
Recommendation for Appointment to Graduate Faculty Status

Complete this form in a PDF viewer and submit it with the required attachments to the Graduate School. Handwritten forms are not accepted.

Validated form. May be submitted to Graduate School when

Name
Dept, School, or Program
E-mail
M Number

1. Appointee Information
   a. Does appointee have a faculty or academic administrator appointment at Michigan Tech?
      ☐ Yes ☐ No
   b. Does appointee have a terminal degree in their field?
      ☐ Yes ☐ No (Not eligible for full appointment)
   c. Provide information below
      Current primary position (Title and Department)
      Current institution (if not at Michigan Tech)

2. Recommendation for (select Full or Associate):
   ☐ Full Appointment (may teach and be sole advisor, status subject to periodic review)
      List research interest keywords, separated by commas, for use on the Graduate Faculty Locator.
   ☐ Associate Appointment (Check all that apply, provide details as requested. Associate appointments expire with faculty appointments, if teaching, or when the specified student graduates, if serving on a committee.)
      Permission Sought/level
      | Master's | Doctoral |
      |----------|----------|
      | Teach graduate courses (list all) ☐ ☐ |
      | Serve as committee member ☐ ☐ |
      | Serve as co-advisor ☐ ☐ |
      Details (list of courses or name(s) of student(s))

3. Attachments (include with this form and forward for approvals noted below):
   1. Attach a statement that provides evidence of a record of research, scholarship, or achievement for this Graduate Faculty status appointment.
   2. Appointee CV

4. Obtain signatures noted below. Return signed form with all attachments to the Graduate School.

Dept. Chair or School Dean (SFRES, SOT, SBE) Date
College Dean (COE or CSA if applicable) Date

For Graduate School use only - image form and update SIAINST after decision

Request Status: ☐ Approved ☐ Denied
                  Approval Signature
                  Denial reason

Modified 9/5/2018 ddc
Exchange-Pro 18.01120058
Graduate Faculty Status Appeals Committee Discussion

**Graduate School Proposed:**

[in the policy] "The Dean of the Graduate School will forward the appeal to a standing committee comprised of members selected from among faculty with full appointment to Graduate Faculty Status. The composition and functioning of the Graduate Faculty Status Appeals Committee (GFSAC, pronounced "gif-sac") will be determined by the Dean of the Graduate School, with the advice and consent of the Graduate Faculty Council."

[Dean's planned "composition and functioning"]

**Graduate Faculty Status Appeal Committee (GFSAC)**

Membership: Five-member committee with two alternates; all GFSAC members must have full appointments to Graduate Faculty Status (per the Appeals Process in the Faculty Handbook section 1.5.3). To ensure wide representation in the committee, no two appointments will be from the same school or department. The committee will be composed of:

- Three members appointed by GFC
- Two alternates appointed by GFC
- Two members appointed by the dean of Graduate School

Term length of each member: Two years (initial terms for one member in each category will be one year to stagger the start)

Charge: Review appeals of changes to or termination of Graduate Faculty Status.

Procedures for conflict of interest: If a committee member has an academic appointment in the department or school of the individual filing an appeal or any other conflicts of interest, an alternate will be selected to serve.
**Alternative 1: Use an existing committee.**

We examined the list of standing committees at the University that were similar in nature to the proposed Graduate Faculty Status Appeals Committee, in the sense that they deal with serious issues and found the following standing committees. None are judged to be appropriate (summary below):

- Faculty review committee (for appeals of grievances that cannot be resolved at the department level; focused on grievances; no overlap with Grad Faculty Status)
- Academic Integrity Committee (for resolving allegations against students; the student focus of this committee makes it an inappropriate choice for Graduate Faculty Status issues.)
- CATPR - (appeals of negative tenure recommendations; is focused on issues of process/procedure and not on the evaluation of faculty credentials. This difference of focus makes the CATPR an inappropriate choice.
- Conflict of Interest Committee (complex COI issues; this committee is narrowly focused on COI; an inappropriate choice)
- Misconduct in Research, Scholarly, and Creative Endeavors Inquiry Committee (initial investigation into misconduct; no overlap with Grad Faculty Status)

**Alternative 2: Use an ad hoc Committee**

We considered using an ad hoc committee. The problem with an ad hoc committee is that when forming the committee the identity of the appellant is known. This introduces a complexity in terms of neutrally assembling the Graduate Faculty Status Appeals Committee. We are a small university in a tight local community and there are relationships among many of us, both directly and through our community activities. To constitute a committee after the appellant is known opens up the process of committee member selection to many conflict of interest concerns. For this reason, the Graduate School prefers and recommends that the Graduate Faculty Status Appeals Committee be a standing committee, one that is constituted ahead of any appeals, neutralizing this aspect of the process.

**Comment raised during discussion: There are too many committees**

The argument that there are too many committees and that the Graduate Faculty Status Appeals Committee may have very little work to do was also considered. We hope that the committee is not needed very often. The Grad School recommends that we start with a standing committee and see how the process works. If the process is found not to function well, we can change it. The Graduate Faculty Status Appeals Committee is outside of the Faculty Handbook and can be changed by the Graduate School subject to input from the GFC.
Procedure for Review of Graduate Faculty Status *(2018 proposed)*

Reference: Faculty Handbook 1.5.3E

See flowchart for a visual representation of the steps. This is an internal Graduate School procedure that is reviewed by the Graduate Faculty Council (GFC) when substantive changes to the process are needed.

1. The Graduate School will notify departments and schools by October 1 of each year of individuals whose Graduate Faculty Status will be expiring at the end of the academic year.

2. Department chairs/school deans will examine the records of individuals in their units whose Graduate Faculty Status is expiring and, based on the criteria in the Faculty Handbook, make a recommendation to the dean of the Graduate School/college dean on the individual's Graduate Faculty Status no later than February 1. The possible decisions are to:
   a. Renew Graduate Faculty Status
   b. Change Graduate Faculty Status (from full to associate or associate to full)
   c. Terminate Graduate Faculty Status

3. For programs in the College of Engineering and the College of Sciences and Arts the deans will examine the cases in their colleges and make a recommendation to the dean of the Graduate School on each case no later than March 1. The possible decisions are to:
   a. Renew Graduate Faculty Status
   b. Change Graduate Faculty Status (from full to associate or associate to full)
   c. Terminate Graduate Faculty Status

4. The dean of the Graduate School will examine recommendations and inform the individual and academic unit of the final decision no later than April 1. The possible decisions are to:
   a. Renew Graduate Faculty Status
   b. Change Graduate Faculty Status (from full to associate or associate to full)
   c. Terminate Graduate Faculty Status

5. If the decision is to renew the Graduate Faculty Status:
   a. The Graduate School will renew the Graduate Faculty Status of the individual for a term of 8 years, or for the length of the individual's faculty appointment, whichever is shorter.

6. If the decision is to change or terminate the graduate faculty status:
   a. The Graduate School will change or terminate the Graduate Faculty Status at the end of the summer semester of the current academic year or when requested.

Procedure for Appealing Changes or Terminations to Graduate Faculty Status

1. The individual may file a written appeal to the dean within 30 calendar days of receiving the final decision from the dean of the Graduate School (see Appeals Process in the Faculty Handbook Section 1.5.3).

2. The dean of the Graduate School will send the appeal to the Graduate Faculty Status Appeal Committee (GFSAC).
3. The GFSAC will examine the appeal and the evidence submitted by the appellant and make a recommendation on their appointment. The committee will forward their recommendation to the provost.
   a. The provost will review the recommendation and make a final decision on the appeal, generally within 30 days of receipt of the appeal.
      i. If the decision is to reappoint the individual to the Graduate Faculty Status they held previously:
         1. The provost will notify the individual, academic unit, and Graduate School.
         2. The Graduate School will renew the Graduate Faculty Status of the individual for a term of 8 years, or for the length of the individual's faculty appointment, whichever is shorter.
      ii. If the decision is to change or terminate the Graduate Faculty Status:
         1. The provost will notify the individual, chair, dean, and dean of Graduate School of the decision.
         2. The Graduate School will make the appropriate administrative changes to change or terminate the Graduate Faculty Status at the end of the summer semester of the current academic year or when requested.

Procedure for Special Review of Graduate Faculty Status
Reference: Faculty Handbook 1.5.3E

See flowchart for a visual representation of the steps. This is an internal Graduate School procedure that is reviewed by the Graduate Faculty Council when substantive changes to the process are needed.

1. The dean of the Graduate School, in consultation with the appropriate unit chair or dean, may initiate a special review the Graduate Faculty Status of an individual at any time and initiate changing or terminating the status.
2. The Graduate School will notify the individual the result of the special review. The possible decisions are:
   a. No change to Graduate Faculty Status
   b. Change of Graduate Faculty Status (from full to associate or associate to full)
   c. Termination of Graduate Faculty Status
3. If the decision is to change or terminate the Graduate Faculty Status, the individual may file an appeal, as described above.

Graduate Faculty Status Appeal Committee (GFSAC)

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- Three members appointed by GFC
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• Two members appointed by the dean of Graduate School

**Term length of each member:** Two years (initial terms for one member in each category will be one year to stagger the start)

**Charge:** Review appeals of changes to or termination of Graduate Faculty Status.

**Procedures for conflict of interest:** If a committee member has an academic appointment in the department or school of the individual filing an appeal or any other conflicts of interest, an alternate will be selected to serve.
Notes:

(1) In SFRES, SBE, and SOT, this step is omitted.

3/26/2018 ddc
Dean of Graduate School initiates review of graduate faculty status

Dean of Graduate School consults with appropriate chair or dean

Graduate School informs individual and academic unit of decision

Terminate or change graduate faculty status?

Current status maintained; no action necessary

No

Graduate School terminates or changes graduate faculty status

Individual files appeal?

Yes

Committee hears appeal

Committee provides recommendation to provost

Provost makes decision on termination or change in graduate faculty status

Renew or change graduate faculty status?

No

Graduate School terminates graduate faculty status

Yes

Provost reports termination to individual, academic unit, and Graduate School

Yes

Provost reports renewal or change to individual, academic unit, and Graduate School

Notes:

(1) In SFRES, SBE, and SOT, this step is omitted.

3/29/2018 ddc