



Office of the Provost and
Senior Vice President for Academic Affairs

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TO: Richard Koubek, President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

Jacqueline E. Huntoon

DATE: March 14, 2019

SUBJECT: Senate Proposal 10-19

Attached is Senate proposal 10-19, "Modification of Graduate Faculty Status in Faculty Handbook," and a memo stating the Senate passed this proposal at their March 6, 2019 meeting. I have reviewed this memo and recommend approving the modification.

I X concur do not concur

Richard Koubek, President

3/15/19

Date



Michigan Tech

University Senate

DATE: March 7, 2019
TO: Richard Koubek, President
FROM: Michael Mullins
University Senate President
SUBJECT: Proposal 10-19
COPIES: Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

At its meeting on March 6, 2019, the University Senate approved Proposal 10-19, "Modification of Graduate Faculty Status in Faculty Handbook". The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

The University Senate of Michigan Technological University

Proposal 10-19

(Voting Units: Academic)

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 (clean copy) is 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~~ 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~~PROFESSORS 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.

<u>University Appointment</u>	<u>Full Appointment to Graduate Faculty Status¹</u>	<u>Associate Appointment to Graduate Faculty Status</u>
<u>T/TT faculty² or academic administrators – with terminal degree</u>	<u>Yes</u>	<u>Yes</u>
<u>T/TT faculty² or academic administrators– without terminal degree</u>	<u>Yes</u>	<u>Yes</u>
<u>Emeriti faculty</u>	<u>Yes</u>	<u>Yes</u>
<u>Non-TT faculty³ – with terminal degree</u>	<u>Yes</u>	<u>Yes</u>
<u>Non-TT faculty³ – without terminal degree</u>	<u>Not generally eligible⁴</u>	<u>Yes</u>
<u>Adjunct faculty</u>	<u>Not eligible</u>	<u>Yes</u>
<u>No Michigan Tech employment</u>	<u>Not eligible</u>	<u>Yes</u>
<u>1. Requires emeriti faculty appointment or 50% or greater regular faculty appointment (<i>regular</i> = long-term commitment at a minimum of 50% effort; not temporary).</u> <u>2. See Faculty Handbook 1.5.1</u> <u>3. See Faculty Handbook 1.5.5</u> <u>4. The Dean of the Graduate School may, under special circumstances, consider a full appointment to Graduate Faculty Status when:</u> <u>a. The tested experience of the candidate is relevant to assigned teaching and scholarly duties, and</u> <u>b. The candidate is recognized by peers for distinguished professional accomplishments, and</u> <u>c. The candidate is considered an expert in the course(s) taught or scholarly activity supervised.</u>		

Table 2. Delineation of roles based on Graduate Faculty Status.

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

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 advising and mentoring graduate students to success, including timely degree completion.

Evidence that a candidate meets the qualification requirements may include, but is not limited to, 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.
- They have earned the terminal degree in their field.
- They have a record of advising and mentoring graduate students to success, including timely degree completion.

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~~ Status is made in writing by the department chair of the appropriate academic unit or by the dean of the appropriate ~~School/school~~. These recommendations are forwarded to the ~~appropriate college-College deanDean~~, ~~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~~ 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 an appointment to graduate faculty~~ Graduate Faculty Status appointment is no longer ~~appropriate satisfactorily functioning in this capacity, s/he~~ the chair/dean must recommend that the ~~individual appointment~~ in question be ~~removed from graduate faculty status~~ changed 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 to the Dean of the Graduate School, in writing, the recommendation for change or termination of Graduate Faculty Status.
 - 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.

Clean copy follows

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.

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There are two types of appointments to Graduate Faculty Status:

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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.

<u>University Appointment</u>	Full Appointment to Graduate Faculty Status¹	Associate Appointment to Graduate Faculty Status
T/TT faculty ² or academic administrators – with terminal degree	Yes	Yes
T/TT faculty ² or academic administrators– without terminal degree	Yes	Yes
Emeriti faculty	Yes	Yes
Non-TT faculty ³ – with terminal degree	Yes	Yes
Non-TT faculty ³ – without terminal degree	Not generally eligible ⁴	Yes
Adjunct faculty	Not eligible	Yes
No Michigan Tech employment	Not eligible	Yes
1. Requires emeriti faculty appointment or 50% or greater regular faculty appointment (<i>regular</i> = long-term commitment at a minimum of 50% effort; not temporary). 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 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) taught or scholarly activity supervised.		

Table 2. Delineation of roles based on Graduate Faculty Status.

Role	Full Appointment	Associate Appointment
Teach graduate courses	Yes	Teach course(s) specified at the time of appointment
Sole-advisor to graduate students	Yes	Not eligible
Co-advisor to graduate students	Yes	Co-advise student(s) specified at the time of appointment
Serve on graduate advisory committees	Yes	Serve on student(s) committee(s) specified at the time of the appointment
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.

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

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Evidence that a candidate meets the qualification requirements may include, but is not limited to, 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.
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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 to the Dean of the Graduate School, in writing, the recommendation for change or termination of Graduate Faculty Status.
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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 September 11, 2018.

Approved by the Graduate Faculty Council on September 25, 2018.

Dean's Council on October 10, 2018

Introduced in Senate : xx

Adopted by Senate: xx

Approved by Administration: xx