

# GRADUATE FACULTY CRITERIA AND APPOINTMENT PROCEDURES

## THE GRADUATE FACULTY SHALL BE CONSTITUTED ACCORDING TO THE FOLLOWING CRITERIA:

The policies and procedures for credentialing graduate faculty have been established to provide continuity in adhering to appropriate professional standards for graduate faculty appointment and to provide for routine monitoring of these standards by the Office of Graduate Studies and the Graduate Council.

This document presents appropriate professional standards and guidelines to be used by Department Chairpersons in nominating members to the Graduate Faculty of Alcorn State University. It is also a tool to be used by the Office of Graduate Studies and Graduate Council to monitor implementation of these standards.

The purpose of graduate faculty criteria and credentialing is to ensure that graduate programs are supervised by faculty who are active in their own research/scholarship/creative activity. Those faculty who teach graduate-level courses, advise graduate students, serve on thesis or future dissertation committees, or otherwise participate in graduate education at Alcorn State University must be members of the Graduate Faculty. Graduate faculty appointment is open to persons who meet the appointment qualifications specified in this document. Once approved, graduate faculty status must be renewed every five years.

The Vice Provost for Academic Affairs and Graduate Studies, will review applications for appointment and submit names with attached application and documentation to the Graduate Council for approval.

All graduate faculty appointments are recommended by the department head, affirmed by the Vice Provost and approved by the Graduate Council.

### 1. **Graduate Faculty Eligibility**

Faculty members are eligible to apply for membership if the following criteria are met:

- Hold a regular faculty appointment (tenure or tenure-track) at Alcorn State University with the rank of assistant professor or higher and;
- Possess a terminal degree (e.g., Ph.D.) appropriate to the academic unit, or equivalent qualifications; and
- Show evidence of continued research, publication, or work relevant to one's field, as recognized by colleagues inside and outside the university, and;
- Meet criteria for one of the three types of appointments: Full Member, Associate, Professional Affiliate.

### 2. **Types of Appointments**

#### **Full Member**

To hold and maintain a full member appointment, a faculty member must show evidence of ongoing professional activity. This evidence consists of one or more of the following activities:

- holds a terminal degree appropriate to the discipline
- must hold the title appointment of Full Professor or Associate Professor
- participates in or, upon certification of the Department Chair, will participate in graduate level instruction and advising

- provides evidence of strong research ability as demonstrated by scholarly publication or Creativity
- Serve as principal advisor for a thesis committee
- Other appropriate scholarly and/or creative activities

### **Associate Member**

All faculty members who hold an appointment at the rank of assistant professor or above are eligible to apply to be Associate Members of the Graduate Faculty. Normally, associate members do not serve on the Graduate Council; however, in the event that there is no full member of the graduate faculty in a given department, then an associate member may be eligible for consideration. Associate members are appointed for a specific term and are evaluated during their promotion, tenure, and/or post-tenure reviews by the department chair and dean of the academic unit.

#### A. Criteria for Selection (must meet all criteria).

- newly appointed tenure track assistant Professor with 50% of teaching assignment in graduate credit
- hold at least a 50% appointment in an academic unit or department and teach graduate courses
- serve on a thesis committee but not as the principal advisor
- possess a record of research/scholarship/creative activities; however, consideration will be given to faculty who have recently earned their terminal degree (Ph.D.)

### **Professional Affiliate**

On occasion it may be important to have someone who does not meet all criteria for Full Member or Associate Member credentialing to teach a specific graduate course or serve on a specific graduate committee. Such individuals may be given the status of Professional Affiliate which is a limited appointment for a specific committee appointment or graduate level course. The length of the Professional Affiliate is dependent on the need of the specific committee or course. A Professional Affiliate would typically be a lecturer, or adjunct faculty member. The criteria applied to Professional Affiliate is as follows:

- individual does not have appointment in an academic unit or program at Alcorn State University
- visiting scholar and or artist in residence
- must be nominated by the Department Chair for a specified period

### 3. **The Nomination Process**

Nominations to the graduate faculty begin at the academic unit level. Academic department chairs initiate the nomination process and must provide a detailed justification for each candidate, which must be endorsed by the respective unit dean. The criteria for the type of appointment should be strictly adhered to in recommending a faculty member or advising a faculty member interested in becoming a graduate faculty member. The level of scholarship, research and quality of the applicant's accomplishments activity should be the primary considerations for appointment to the Graduate Faculty. Each discipline or academic unit has the responsibility to provide the Graduate Council with an assessment of how each applicant fulfills the specific criteria for becoming a graduate faculty member.

Only tenured or tenure-track faculty members with the appropriate terminal degree at the assistant professor level or above are eligible for full member appointment. Additionally, regular members may serve on the Graduate Council.

#### 4. **Permission for Non-Graduate Faculty to Teach Graduate Courses at Alcorn State**

In special cases, the Graduate School gives individuals who are not members of the Graduate Faculty at Alcorn State permission to teach graduate courses. The Department Chair or Academic Unit Dean submits these requests to the Vice Provost. The Request for Non-Graduate Faculty to Teach Graduate Courses must include the proposed instructor's curriculum vitae. Approval by the Vice Provost is based on the proposed instructor's credentials being at least equivalent to those of members of the Graduate Faculty who ordinarily teach the course. The request should be submitted to the Vice Provost at least 30 working days prior to the first day of the first term involved.

#### 5. **Length of Membership Appointment**

Appointment of new members to the Graduate Faculty is as follows:

Full Member – 5 years

Associate Member – 3 years

Professional Affiliate – 1 year

At the end of the membership term, the member must be re-nominated and reviewed again. The intent is to review the faculty member's recent scholarly productivity, going back as far as 5 years in the case of more senior faculty and 3 years in the case of less experienced faculty. A Graduate Faculty member who is being considered for continued appointment is expected to show evidence of ongoing research and creative activity since the last review.

#### 6. **Responsibilities and Privileges as Graduate Faculty**

Members of the Graduate Faculty, as indicated in the Graduate Studies Policy and Procedures Manual, can chair all graduate committees, direct master's thesis, teach 500-level and above courses, serve as representatives of the Provost, serve on educational specialists' exams. Members' service may deal with a specific subset of these responsibilities, relevant to a member's experience, as requested by the department head through the relevant academic dean.

Responsibilities and Privileges of Graduate Faculty members include:

- Vote for faculty appointment on the Graduate Council and in graduate faculty referenda
- Serve on the Graduate Council if elected by the Graduate Faculty within the respective academic unit or appointed by the Provost;
- Vote within the academic unit on graduate program matters including awarding graduate degrees;
- Teach graduate level courses for graduate credit;
- Advise graduate students;
- Serve on supervisory and examining committees for graduate students and other guidance and evaluation committees;
- Direct master's theses
- and, with appropriate approval, serve as mentors and role models and advisers for other scholarly projects.

#### 7. **Procedure for Applying for Appointment**

An application for appointment on the Graduate Faculty originates with the faculty of an academic unit and is submitted to the Provost through the Dean or Department Chair of the unit. The Graduate Council reviews and takes action on each application. To apply for appointment, obtain an application from the Office of Graduate Studies, Academic Unit Department Chair or download the application form on the Graduate Studies website. Submit applications to the Provost, or Dean of Graduate Studies.

The Graduate School, 1000 ASU Drive #689 Suite 519, Fifth Floor, Walter Washington Administration Building.

The following process will be used to apply for Graduate Faculty appointment:

1. Submit an application form for appointment and a full current vita to the academic unit department chair. Other supporting credentials may accompany the application.
  2. The application must be voted on by at least three faculty in the department in which the graduate faculty appointment is being sought who hold the same or higher graduate faculty credentialing status as that being sought. If there are fewer than three qualified faculty, qualified faculty from a related department should be asked to review the application. The decision as to which faculty outside the department should participate must be a joint decision between the department chair and college dean. The vote of the reviewing faculty will be recorded on the candidate's application.
  3. The department chair will make a recommendation to the academic dean, who will then submit a recommendation to the Provost. Application and supporting credentials should be forwarded to the Office of Graduate Studies and signed by the Department Chair and Academic Unit Dean.
  4. Graduate Studies Dean reviews application and credentials and makes request for any additional credentials or documentation to support the application. The Graduate Council will be convened and all completed applications will be presented.
  5. Final Decision
    - All appointment decisions will be approved by the Graduate Council and will become the final decision of this governing body.
    - Applications for Professional Affiliate as well as any application made on an emergency basis (e.g., need to make a last-minute substitution on a committee) may be made by the Provost or Graduate Dean without review by the Executive Committee of the Graduate Council.
  6. Dean of Graduate Studies forwards decision of Graduate Council to applicant and Academic Department Chair.
8. **Processing of the Application**  
Once the application is received, the Provost or Graduate Dean will check the application for completeness and adherence to Graduate Faculty Appointment criteria before submitting the applications to the Graduate Council for review of the applicants credentials and make a decision regarding appointment.
9. **Notification of Appointment**  
The decision of the appointment of an applicant will be communicated within three business days following the decision of the Graduate Council. If the application is denied, the Provost or Graduate Dean will forward comments concerning the denial to the Dean/Department Chair and the applicant. The applicant may present additional documentation to the Graduate Council for reconsideration of the application.

#### 10. **Renewal of Appointment**

Appointment on the graduate faculty carries with it the responsibility for active participation in the graduate program and for maintaining the highest possible level of professional competence in the member's discipline. As a means of maintaining high standards, the Graduate Council requires all Graduate faculty members to have their graduate credentials renewed every five years, starting from the date of their initial appointment or reappointment. Specific documentation will be attached to a renewal for continued membership. The renewal procedure will be initiated by the Provost for Academic Affairs and Graduate Studies, who will ask each faculty member scheduled for review to prepare and present information pertinent to the review.

Documents:

- Faculty Evaluations
- Academic Course Evaluations by Students
- Professional Accolades, appointments, publications, research

A. The final decision may be at one of the following levels:

- (1) reappointment to the current member category;
- (2) appointment to a higher or lower member category,
- (3) reappointment to a two-year probationary period at the current member level which will serve as a warning that teaching performance/research/scholarship/creative activity must be increased within the following two-year period or membership on the graduate faculty may be withdrawn.

; or

- (4) non-reappointment as a member of the graduate faculty; non-reappointment will be for a period of two years, at the end of which the faculty member may re-apply for Graduate Faculty membership.

#### 11. **Removal of Graduate Faculty Members**

The full members of the Graduate Faculty of the department or program initiate removal from the Graduate Faculty for failure to carry out the responsibilities outlined in this policy or for other good cause. The department reviews this recommendation in consultation with the Academic Unit Dean, and if it is decided that a person should no longer be a member of the Graduate Faculty, the department makes this recommendation to the Vice Provost. The memo from the Department Chair or Dean of the School should give the vote of the full members of the Graduate Faculty. The Provost is then authorized to remove the person from the Graduate Faculty, in consultation with the Graduate Dean and Graduate Council.

#### 12. **Appeals**

Only full faculty members have access to the graduate-faculty appointment appeal process. Should the faculty member wish to appeal the Provost's decision, he/she may do so by submitting a written appeal to the Provost for Academic Affairs within 30 days of the notice of the decision.

#### 13. **Graduate Dean Responsibility**

**Any exception to the above policy must be approved in writing by the Provost for Academic Affairs and Graduate Studies. If you have any questions about these guidelines, please contact the Vice Provost or send an email to the Office of Graduate Studies.** Applications are reviewed to determine if the faculty member has met qualifications, as determined by the academic unit before applications are submitted to the Graduate Council for confirmation.

**Alcorn State University**  
**APPLICATION FOR MEMBERSHIP**  
**ON THE GRADUATE FACULTY**

Name: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

**Academic Rank:**

\_\_\_\_ Professor    \_\_\_\_ Assoc. Professor    \_\_\_\_ Asst. Professor

**Type of appointment sought:**

\_\_\_\_ New Appointment                      \_\_\_\_ Reappointment

**Level of Appointment applying for: (check one)**

\_\_\_\_ ASU Full Member

\_\_\_\_ ASU Associate Member

\_\_\_\_ ASU Professional Affiliate

Highest Degree \_\_\_\_\_

*NOTE: Only Regular (tenure-track) Faculty are eligible for consideration of appointment to **Full or Associate Graduate Faculty status.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date signed

(For NEW APPOINTMENTS, Applicants should attach Faculty Biographical Data prepared, according to the attached outline, or current curriculum vitae which provides similar information. For applications for REAPPOINTMENT, nominees are encouraged to include faculty evaluations, academic course evaluations completed by students, professional accolades, appointments, publications, and research.)

**Evaluative Comments/Recommendations:**

**1. Dept/Academic Unit Chair:**

**Signature:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**2. Dean of Academic Unit:**

**Signature:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Vice Provost for Academic Affairs and  
Graduate Studies**

**Application Procedure: Appointment or  
Reappointment to Alcorn State University  
Graduate Faculty**

1. The Graduate Faculty Applicant forwards the completed application, vitae and supporting documentation to his/her academic unit chair or Dean for review and further processing. Only one copy of the application and credentials required.
2. The academic unit chair and at least three faculty in the unit review the application, add evaluative comments and recommendations, and chair forwards the application and supporting documentation to the academic unit dean for comments and evaluation. Approved application must be signed by the Academic Unit Chair and Academic Unit Dean.
3. After adding evaluative comments, recommendation and signing the application, the dean or academic unit chair forwards the original application and credentials to the Office of Graduate Studies.
4. The Provost for Academic Affairs and Graduate Studies checks application for completeness and adherence to Graduate Faculty Appointment Criteria and Procedures before submitting the application to the Graduate Council for review and action.
5. The Alcorn State University Graduate Council convenes and renders a decision based on the contents of the application and credentials of the applicant.
6. Provost forwards written decision to applicant and academic unit chair.

GUIDELINES FOR PREPARING **FACULTY BIOGRAPHICAL DATA TO  
ACCOMPANY AN**

**Alcorn State University**  
**APPLICATION FOR APPOINTMENT**  
**ON THE GRADUATE FACULTY**

Please answer all questions using a standard Vitae format. All information should be current. Please attach an addendum, as needed, for any information not already documented in the **Curriculum Vitae**.

1. Name
2. Present position and rank (with year of appointment)
3. School, Department/Discipline
4. Membership (with year of appointment): Graduate Faculty
5. Education (list all degrees held, including field, institutions and dates awarded)
6. Academic positions and ranks held at Alcorn State University and elsewhere (give dates and institutions)
7. Administrative appointments with dates of service in each institution
8. Service on University-wide, campus-wide, school or departmental committees at Alcorn
9. Professional affiliations and activities (list memberships, appointments, and offices held in national, regional and local professional organizations and agencies, with dates)
10. Examples of community-related service (include involvement in continuing education/extension, workshops, conferences, etc.)
11. Non-academic professional experience (position or titles, names of company, dates of service)
12. Honors and special recognitions
13. Graduate courses taught, if applicable, at Alcorn and elsewhere during the past five years
14. Involvement or experience in directing graduate work, if applicable. List theses directed and membership on thesis supervisory committee, last five years
15. Support received for research and other scholarly or creative activities
16. Presentations at professional meetings, last five years. Give titles, associations and dates
17. Research and other scholarly or creative activities. List all publications or creative works, with year and place of publication, performance or exhibitions, etc. Include publications or creative works, with year and place of publication, performance or exhibitions, etc. Include publications accepted or submitted, major commissions, inclusion of works of art in major collection, and significant citations and reviews of publications or creative works. Use appendix if necessary or more appropriate.
18. Current projects, research interests, work in progress (research and other scholarly and creative activities)
19. Additional professional qualifications or activities (list those items and information, such as consulting, that are not included in any of the above questions)
20. Date and Signature.