

Academic Policy (Revision) (Action)

Date: February 13, 2020
College: Graduate Council
Department: Policy Committee
Contact Person: Carl Dick, carl.dick@wku.edu

1. Policy Name: Graduate Catalog (Graduate Faculty)

2. Description:

2.1 Existing:

Graduate Faculty

All courses offered for graduate credit at WKU must be taught by graduate faculty. Membership in the graduate faculty may be acquired through two methods. First, membership may be granted through the hiring process. The department head or program director/coordinator should recommend graduate faculty status at the time of hire. The College Dean will review the recommendation, approve, and forward the recommendation to the Graduate Dean for approval. Second, membership may be granted to current faculty members via a recommendation by the faculty member's department head or program director/coordinator. The College Dean must review the recommendation, (dis)approve, and forward to the Graduate Dean for approval.

Nominations and recommendations are based upon the general criteria of evidence of scholarly attainment, active participation in research, scholarly activities and/or professional accomplishments which are recognized or commended by professional organizations in the candidate's field and professional standing. Graduate faculty should also express a willingness to direct the study of graduate students. College deans, department heads, or program director/coordinator should evaluate faculty for graduate faculty status as part of the annual review procedure in accordance with the general criteria listed above.

(Approved by Graduate Council 12/10/15)

2.2 Revised:

Graduate Faculty

All courses offered for graduate credit at WKU must be taught by graduate faculty. Academic departments are responsible for their own criteria with respect to evaluating discipline-specific criteria (eg. scholarly or creative productivity, being current in field of study, etc.). Membership in the graduate faculty may be acquired through one of two methods. First, membership may be granted through the hiring process. The department chair/head or program director/coordinator may recommend graduate faculty status at the time of hire. The College Dean will review the

recommendation, (dis)approve, and forward the recommendation to the Graduate Dean/Associate Provost for Research & Graduate Education for approval. Second, membership may be granted to current faculty members via a recommendation by the faculty member's department chair/head or program director/coordinator. The College Dean must review and (dis)approve the recommendation, and forward to the Graduate Dean/Associate Provost for Research & Graduate Education for final (dis)approval as appropriate.

Recommendations are based upon the general criteria of evidence of scholarly/creative attainment, active participation in research, scholarly/creative activities, and/or professional accomplishments which are recognized or commended by professional organizations in the candidate's field of professional standing. Graduate faculty are generally expected to engage with graduate students through formal instruction of graduate level courses and service on student advisory committees. Department chairs/heads or program directors/coordinators, and College Deans, should evaluate faculty for graduate faculty status as part of the annual review procedure in accordance with the general criteria listed above.

Categories of Graduate Faculty

Regular Member: A Regular Member of the graduate faculty may 1) teach graduate courses, 2) serve as the chair or as a member of a thesis, specialist project, or dissertation committee, 3) advise graduate students, and 4) serve on Graduate Council.

Eligibility:

- (1) Hold the appropriate terminal degree
- (2) Hold a full-time faculty or administrative appointment at WKU
- (3) Provide evidence of or capacity for effective teaching
- (4) Provide evidence of appropriate experience and sustained productivity in scholarly and creative achievement, as appropriate to the discipline and as determined by departmental/program standards
- (5) Provide evidence of experience of or capacity for mentoring graduate students.

Regular Member status shall be in effect for 6 years or until removal of graduate faculty status.

Associate Member: An Associate Member of the graduate faculty may 1) teach graduate courses, 2) serve as a member of a thesis, specialist project, or dissertation committee, and 3) advise graduate students.

Eligibility:

- (1) Hold at least a master's degree or have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the academic field
- (2) Hold an appointment at WKU
- (3) Provide evidence of or capacity for effective teaching
- (4) Provide evidence of current scholarly, creative, and/or professional activity as appropriate to the discipline and as determined by departmental/program standards
- (5) Provide evidence of experience of or capacity for mentoring graduate students.

Associate Member status shall be in effect for 4 years or until removal of graduate faculty status.

Temporary Member: A Temporary Member of the graduate faculty may 1) teach graduate courses, and 2) serve as a member of a thesis, specialist degree, or dissertation committee.

Eligibility:

(1) Hold at least a master's degree in the teaching discipline or have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the academic field

(2) Provide evidence of or capacity for effective teaching

(3) Provide evidence of current scholarly, creative, and/or professional activity as appropriate to the discipline and as determined by departmental/program standards

Temporary Member status shall be in effect for 2 years from date of approval or removal of graduate faculty status.

Change of Graduate Faculty Status

Graduate Faculty status will typically be reviewed for appropriateness via the process of Annual Review and/or Tenure/Promotion. If warranted, Graduate Faculty may be reviewed more frequently. Such review would originate in the departmental unit. Based on the criteria set forth for each category of Graduate Faculty, as well as criteria set forth by academic departments, a recommendation for change in graduate faculty status, including revocation if warranted, may be forwarded by the Department Chair/Head to the College Dean and the Graduate Dean /Associate Provost for Research & Graduate Education.

3. Rationale for proposed policy:

3.1 The Graduate School (Graduate Dean) requests that the Graduate Council provide clarification on this policy, including:

Guidance on criteria and categories for graduate faculty appointments

Guidance on length of appointments

Guidance on establishing graduate faculty status

4. Impact on existing academic or non – academic policies:

4.1 Impact on policies: no negative impact anticipated.

4.2 Impact on populations that may be affected: Current graduate faculty will retain their appointments until date of expiration. Following the guidelines above, graduate faculty status may be conferred to new hires through the hiring process, or renewed for existing faculty. Change or revocation of graduate faculty status could result from termination of faculty appointment, or through negative recommendation derived from annual review or tenure/promotion review originating in departmental units.

4.3 The Faculty Handbook, Senate Charter, Graduate Catalog, and Graduate Website must be consulted for relevant language, and updated as necessary.

5. Term of implementation: Fall 2020

6. Dates of committee approvals:

Graduate Council Policy Committee

13 February 2020 (6-0-0)

Graduate Council

05 March 2020 (12-0-1)

Faculty Senate
