

Rec. #2016-05-06: UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST  
The University Senate recommends approval of the Proposal to Amend WKU Faculty Handbook: Substantive Change — 04-2016 Graduate Faculty, as per the Faculty Handbook Committee Report presented at the May meeting of University Senate.

# Proposal to Amend WKU Faculty Handbook: Substantive Change

## 04-2016 Graduate Faculty

*Substantive change is defined as addition, deletion, or revision of policy or procedure.*

Contact Name: Kurt Neelly and Kristin Wilson – Graduate Council      Date Submitted: 3/3/2016

Contact Email address: [kurt.neelly@wku.edu](mailto:kurt.neelly@wku.edu) [kristin.wilson@wku.edu](mailto:kristin.wilson@wku.edu)

Contact Phone number: x54062 x56143

1. Type of Change: Revision

Addition: Where possible, identify the section of the handbook to which addition is proposed:

Deletion: Identify the section of the handbook from which deletion is proposed:

Revision: Identify the section of the handbook to which revision is proposed:

(current version)

**IX.B. Graduate Faculty:** All courses offered for graduate credit at WKU must be taught by graduate faculty. Recommendation of a faculty member for membership in the graduate faculty is initiated by the department head with the concurrences of the graduate faculty of the department. The recommendation must then be reviewed by the College Dean and forwarded to Graduate Studies. The graduate Council reviews applications and decides whether to appoint the applicant to the graduate faculty.

Nominations and recommendations are based upon the general criteria of evidence of scholarly attainment, active participation in research, scholarly activities which are recognized or commended by professional organizations in the candidate's field, and willingness to direct the study of graduate students. Specific requirements and procedures for appointment to membership can be found at the Graduate Council web site at: <http://www.wku.edu/graduate/index.php?page=graduate-faculty-2>

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook.

Proposed *With Changes Noted*

**IX.B. 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. Recommendation of a faculty member for membership in the graduate faculty is initiated by the department head with the concurrences of the graduate faculty of the department. The recommendation must then be reviewed by the College Dean and forwarded to Graduate Studies. The graduate Council reviews applications and decides whether to appoint the applicant to the graduate faculty.

Nominations and recommendations are based upon the general criteria of evidence of scholarly attainment, active participation in research, scholarly activities and/or professional

~~accomplishments, active participation in research, scholarly activities~~ which are recognized or commended by professional organizations in the candidate's field and professional standing. ~~and Graduate faculty should also express a willingness to direct the study of graduate students. Specific requirements and procedures for appointment to membership can be found at the Graduate Council web site at: [http://www.wku.edu/graduate/index.php?page=graduate\\_faculty\\_2](http://www.wku.edu/graduate/index.php?page=graduate_faculty_2) 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.~~

Proposed *With Changes Accepted*

**IX.B. 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 and 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 and department heads deans should evaluate faculty for graduate faculty status as part of the annual review procedure in accordance with the general criteria listed above.

### 3. Rationale for amendment:

Currently granting graduate faculty status occurs through application and approval by the Graduate Council and Graduate Dean. The proposed revision makes the granting of graduate faculty status part of the hiring process and annual review. The proposed change...

- streamlines the granting of graduate faculty status making it possible to hire a faculty member and schedule her/him to teach graduate classes within one semester;
- places the determination of qualifications with subject experts either through the hiring process or through annual review;
- and, offers college deans and department heads more flexibility in planning graduate coursework, teaching loads, and advising work.

**The proposed changes were developed and approved by the Policy Subcommittee of Graduate Council, and then voted on and approved by the entire Graduate Council.**

NOTE:

In order to make the policy change consistent with other policy documents, the Academic Affairs policy 1.1111 will need to be revised slightly to eliminate the phrase “as recommended by the Graduate Council and approved by the Graduate Dean” under item II.A.1 and III.A.2.i.

II.A.1: Graduate faculty status, as recommended by the Graduate Council and approved by the Graduate Dean, is required for teaching graduate and post-baccalaureate coursework, including 400G, 500, 600, and 700 level courses. The status must be valid for the entire semester/term in which the course is taught.

III.A.2.i: Graduate faculty status, as recommended by the Graduate Council and approved by the Graduate Dean, is required for teaching graduate and post-baccalaureate coursework, including 400G, 500, 600, and 700 level courses. The status must be valid for the entire semester/term in which the course is taught.