

GRADUATE FACULTY MEMBERSHIP

Effective Fall 2014

policies and expectations for graduate faculty

Doré School of Graduate Studies

McNeese State University

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INTRODUCTION

This document outlines information related to earning and sustaining graduate faculty status at McNeese State University. Oversight of all processes related to the “graduate faculty” distinction is governed by the Doré School of Graduate Studies and Extended Education (referenced as “School” from this point forward), and the awarding of graduate faculty status is based upon a vote by the Graduate Council. Effective Fall 2014, the Graduate Council will follow the guidelines presented herein when reviewing and voting upon graduate faculty membership applications.

Graduate faculty membership is based upon academic years, and for the purposes of this document, an academic year begins with the fall semester and concludes with the following summer semester.

MEMBERSHIP CATEGORIES

Graduate faculty members are distinguished based on their employment status at the university and their performance. Only full-time, tenured or tenure-track faculty are eligible for the distinctions of Associate Member or Member. Other faculty are eligible for the distinction of Temporary Member.

Associate Member

A faculty member at the rank of assistant professor, associate professor, or professor who holds a terminal degree appropriate for his/her discipline, per accreditation standards, is eligible for appointment as an Associate Member. Faculty with this distinction are eligible to teach graduate courses, serve as graduate advisors and major professors, and hold membership on any committees where graduate faculty status is required.

An Associate Member is appointed for a term of three academic years. At the conclusion of his/her term, an Associate Member is expected to apply for Member status if he/she meets the performance criteria presented in this document. If he/she does not meet Member criteria, he/she may apply for renewal as an Associate Member for another three-year term.

Note: Newly hired or appointed faculty at the rank of assistant professor or above may seek Associate Member status without meeting the performance expectations since these individuals are just beginning their tenures in those positions. However, they are expected to meet the performance expectations for renewal or elevation of their memberships at the end of their initial three-year terms.

Member

A faculty member at the rank of assistant professor, associate professor, or professor who holds a terminal degree appropriate for his/her discipline, per accreditation standards, who (1) is concluding a term as an Associate Member and (2) was engaged in graduate studies (*e.g.* teaching graduate courses, mentoring graduate students, serving on committees, etc.) as an Associate Member is eligible for appointment as a Member. Faculty with this distinction are eligible to teach graduate courses, serve as graduate advisors and major professors, and hold membership on any committees where graduate faculty status is required.

A Member is appointed for a term of five academic years. At the conclusion of his/her term, a Member is expected to apply for renewal as a Member.

Temporary Member

A faculty member at the rank of instructor or a visiting faculty member of any rank (*e.g.* visiting lecturers, clinical faculty, etc.) with appropriate credentials is eligible for appointment as a Temporary Member of the graduate faculty. In most instances, the Temporary Member must hold a terminal degree appropriate for his/her graduate faculty duties.

In special circumstances, a faculty member without a terminal degree may be appointed as a Temporary Member to serve as a clinical faculty member or another special role if he/she holds a professional endorsement specific to the duties he/she will be assigned. Such an endorsement must be regarded within the discipline as the appropriate credential for the duties in question. If the duties involve responsibility for academic courses, a terminally-degreed Associate Member or Member should be designated as the instructor of record.

A Temporary Member is eligible to teach graduate courses and serve on graduate examining committees for comprehensive examinations and theses. To serve on an examining committee, written justification must be provided by the department head and academic dean to document the individual's expertise in the specific topic/area of study relevant to the comprehensive examination or thesis and present a feasible rationale why the Temporary Member should serve in lieu of an Associate Member or Member.

A Temporary Member is appointed for a term of one academic year.

PERFORMANCE EXPECTATIONS

Graduate faculty membership applications require applicants to present highlights of their work in three performance areas: Research or Creative Scholarship, Professional Activities, and University Service.

Research or Creative Scholarship

Research or Creative Scholarship is considered the purest example of scholarly activity. It involves a faculty member engaging himself/herself, as appropriate within the discipline, in investigation of a phenomenon or creation of an authentic work then presenting the results of that effort in an appropriate forum. Examples of this include but are not limited to:

- Artwork exhibition resulting from juried invitation
- Externally-funded grant award
- Musical performance resulting from juried invitation
- Presentation of research at local, state, national, or international venue
- Published article, proceedings, or similar, preferably in a refereed source
- Published book or book chapter
- Research in progress

Professional Activities

Professional Activities are regarded as critical responsibilities of faculty to maintain active roles within the trends, issues, and events of their disciplines. Examples of this include but are not limited to:

- Membership in professional organization
- Election to office in professional organization
- Participation in professional development activities
- Engagement in professional, peer review efforts such as journal editing, manuscript reviewing, or accreditation compliance reviewing

University Service

University Service is expected of all faculty as it enhances the quality of services the institution provides its students and facilitates collaboration among all members of the university community. Examples of this include but are not limited to:

- Membership on department, college, or university committees including examining committees

- Appointment or election to office on department, college, or university committees including examining committees
- Appointment to special positions/roles in addition to faculty duties ¹
- Curriculum/program/course development/redesign
- Student recruitment

¹ One semester of an administrative assignment (e.g., dean, department head, director, coordinator, etc.) for which release time is awarded is equal to one University Service activity.

MEMBERSHIP RENEWAL OR ELEVATION

In general, faculty are expected to engage in their disciplines through scholarship and service. When applying for membership renewal or elevation, an applicant must document (per the application) activities related to graduate study to which he/she contributed during his/her current term.

Elevation to or Renewal of Associate Member Status

Elevation to or renewal of Associate Member status requires that an applicant document at least five activities, including at least one in each of the three performance areas. An Associate Member is appointed for a three-year term.

Elevation to or Renewal of Member Status

Elevation to or renewal of Member status requires that an applicant document 10 or more activities, including at least one in each of the three performance areas. A Member is appointed for a five-year term.

Renewal of Temporary Member Status

Renewal of Temporary Member status is contingent upon the applicant's satisfactory performance during his/her current term. A current Temporary Member's status may be renewed upon recommendation by the department head and academic dean.

Reappointment with Different Status

Extraordinary circumstances may create a situation where a current Associate Member or Member does not meet the performance expectations for renewal or elevation. To provide that faculty member additional time to meet the performance expectations, he/she may be reappointed as graduate faculty with a distinction different from that for which he/she applied.

The following table outlines this reappointment decision model.

Current Status	Seeking	Meets Expectations	Outcome
Associate Member	Renewal	Yes	Reappointed as Associate Member
		No	Reappointed as Temporary Member or removed from graduate faculty
	Elevation	Yes	Appointed as Member
		No	Reappointed as Associate Member if performance expectations met; otherwise, reappointed as Temporary Member or removed from graduate faculty
Member	Renewal	Yes	Reappointed as Member
		No	Reappointed as Associate Member if performance expectations met; otherwise, appointed as Temporary Member or removed from graduate faculty

APPLICATION FOR MEMBERSHIP

Faculty members seeking membership must complete the Graduate Faculty Membership Application (available at <http://www.mcneese.edu/dore/graduate>) and submit that document with a current, concise curriculum vita (maximum five pages) to the School. Complete applications will be presented to the Graduate Council for its review and vote. Results of the vote will be communicated to the applicant. The checklists (see Appendix 1) are provided to assist applicants in preparing the application.

LAPSE IN MEMBERSHIP

Associate Members and Members are expected to seek elevated or renewed status during the semesters their terms expire. Temporary Members may seek renewed membership if the need exists within their academic departments.

Any Associate Member or Member whose membership lapses for more than one year may seek renewal as an Associate Member if he/she meets performance expectations. Otherwise, he/she may seek renewal as a Temporary Member.

DENIAL OR REMOVAL OF MEMBERSHIP

Graduate faculty status may be denied in any circumstance where a faculty member does not meet the minimum qualifications for any category of membership

Any faculty member holding graduate faculty status may have his/her membership revoked if he/she is found in violation of any policy related to his/her employment at the University.

Actions to deny graduate faculty membership or to revoke graduate faculty status will be communicated in writing to the faculty member by the School's executive director.

APPEALS TO MEMBERSHIP DENIAL OR REMOVAL

Any faculty member whose application for graduate faculty membership was denied or whose graduate faculty status was revoked may submit a written appeal of the action to the provost.

APPENDIX 1: APPLICATION CHECKLISTS

Associate Member Checklist

- I am or will be a full-time employee at McNeese.
- I hold the rank of assistant professor, associate professor, or professor.
- I hold a terminal degree in my discipline.
- I have been or wish to be assigned duties in advising, teaching, and/or serving on committees in a graduate program.
- The department head and academic dean appropriate to my discipline have expressed support for my application and are willing to sign my application.
- For renewal only:** I have evidence of at least five scholarship and service activities that include at least one in each of the three performance categories of Research or Creative Scholarship, Professional Activities, and University Service.
- For renewal only:** I have evidence of quality performance in advising, teaching, and/or committee responsibilities in a graduate program as an Associate Member.

Member Checklist

- I am a full-time employee at McNeese.
- I hold the rank of assistant professor, associate professor, or professor.
- I hold a terminal degree in my discipline.
- I am completing a term or have completed a term within the last year as an Associate Member of the graduate faculty.
- The department head and academic dean appropriate to my discipline have expressed support for my application and are willing to sign my application.
- I have evidence of at least 10 scholarship and service activities that include at least one in each of the three performance categories of Research or Creative Scholarship, Professional Activities, and University Service.
- I have evidence of quality performance in advising, teaching, and/or committee responsibilities in a graduate program from my current term.

Temporary Member Checklist

- I hold a terminal degree in my discipline.
- The department head and academic dean appropriate to my discipline have expressed support for my application and are willing to sign my application.

APPENDIX 2: GRADUATE FACULTY MEMBERSHIP APPLICATION

APPLICATION FOR GRADUATE FACULTY MEMBERSHIP

Doré School of Graduate Studies

Complete each item on the application as appropriate. Once you have completed the form and obtained the appropriate signatures, remit a hard copy of the application along with a copy of your résumé to the Doré School of Graduate Studies. Please review the Graduate Faculty Membership Policy before completing this application.

The information **MUST** be *typed* and filled out *appropriately* and *completely*. The Graduate Council has a number of items on the agenda each month and having the form filled out accurately assists in processing the applications in a timely manner. If the form is not filled out completely and accurately, it will be returned to the applicant for revisions. Thank you for your assistance in helping to expedite this process.

APPLICATION INFORMATION

Name _____

Rank _____

Department _____

I. MEMBERSHIP STATUS

Select the membership for which you are applying. Graduate faculty members are distinguished based on their employment status at the university and their performance. Only full-time, tenured or tenure-track faculty are eligible for the distinctions of Associate Member or Member. Other faculty are eligible for the distinction of Temporary Member. General descriptions for each category are provided below. Full descriptions can be found in the Graduate Faculty Membership Policy.

To choose your membership, **right click** on box, choose **Properties**, click **Checked**, and then click **OK**.

- Temporary Member.** *Complete Sections I and II. Complete Section III if applicable.*
Faculty member at the rank of instructor or a visiting faculty member of any rank with appropriate credentials; In most cases, the member must hold a terminal degree appropriate for his/her faculty duties; Eligible to teach graduate courses and serve on graduate committees for comprehensive examinations and theses; Appointment is for a term of one academic year.
Renewal: Contingent upon the applicant's satisfactory performance during his/her term; Current status may be renewed upon recommendation by the department head and academic dean.

- Associate Member.** *Complete Sections I, II, and III.*
Faculty member at the rank of assistant professor, associate professor, or professor who holds a terminal degree appropriate for his/her discipline, per accreditation standards; Eligible to teach graduate courses, serve as graduate advisors and major professors, and hold membership on any committees where graduate faculty status is required; Appointment is for a term of three academic years; *Newly hired or appointed faculty at the rank of assistant professor or above may seek Associate Member status without meeting the performance expectations since these individuals are just beginning their tenures in those positions, expectations must be met for renewal.*
Elevation to or Renewal of Status: Requires applicant to document at least five (5) activities, including one in each of the three performance areas.

- Member.** *Complete Sections I, II, and III.*
Faculty member at the rank of assistant professor, associate professor, or professor who holds a terminal degree appropriate for his/her discipline, per accreditation standards, who (1) is concluding a term as an Associate Member and (2) was engaged in graduate studies as an Associate Member; Eligible to teach graduate courses, serve as graduate advisors and major professors, and hold membership on any committees where graduate faculty status is required; Appointment is for a term of five academic years.
Elevation to or Renewal of Status: Requires applicant to document at least ten (10) or more activities, including at least one in each of the three performance areas.

II. ACADEMIC QUALIFICATIONS

Terminal Degree _____

Discipline _____

Institution _____

Month and Year Awarded _____

III. EXPERIENCE

Describe your graduate faculty experiences within your current membership term. A brief description of each category and examples from the three areas are provided below. Refer to the Graduate Faculty Membership Policy for additional information.

A. RESEARCH OR CREATIVE SCHOLARSHIP

Describe briefly your research and creative scholarship. Use ***bibliographic format*** if appropriate. This category involves engagement, as appropriate within the discipline, in investigation of phenomenon or creation of an authentic work then presenting the results of that effort in an appropriate forum. Examples include: *Artwork exhibition resulting from juried invitation; Externally-funded grant award; Musical performance resulting from juried invitation; Presentation of research at local, state, national, or international venue; Published article, proceedings, or similar, preferably in a refereed source; Published book or book chapter; Research in progress.*

Type one research or creative scholarship activity per box, up to eight activities. Please give as much detail as possible in the space provided. The box will increase in size as you type.

Include: dates, when, where, activity, your responsibility, etc.

B. PROFESSIONAL ACTIVITIES

Describe briefly your professional activities. Professional activities are regarded as critical responsibilities of faculty to maintain active roles within the trends, issues, and events of their disciplines. Examples include: *Membership in professional organization; Election to office in professional organization; Participation in professional development activities; Engagement in professional, peer review efforts such journal editing, manuscript reviewing, or accreditation compliance reviewing.*

Type one professional activity per box, up to eight activities. Please give as much detail as possible in the space provided. The box will increase in size as you type.

Include: dates, when, where, activity, your responsibility, etc.

C. UNIVERSITY SERVICE

Describe briefly your University Service. University Service is expected of all faculty as it enhances the quality of services the institution provides to students and facilitates collaboration among all members of the university community. Examples include: *Membership on department, college, or university committees including examining committees; Appointment or election to office on department, college, or university committees including examining committees; Appointment to special positions/roles in addition to faculty duties (One semester of an administrative assignment for which release time is awarded is equal to one University Service activity; Curriculum/program/course development/redesign; Student recruitment.*

Type one University Service activity per box, up to eight activities. Please give as much detail as possible in the space provided. The box will increase in size as you type.

Include: dates, when, where, activity, your responsibility, etc.

IV. SIGNATURES

I acknowledge that the information presented on this application and all accompanying documentation is accurate to the best of my knowledge.

Applicant Signature

Date

Approved- By the Academic College

Department Head Signature

Date

Academic Dean Signature

Date

Accepted or Denied- By the Doré School of Graduate Studies and Extended Education

Accepted "as is"

Accepted with amendment(s)

Denied

Note: Should an application be accepted with amendment(s) or denied, correspondence to the applicant and two academic college representatives will be remitted and attached to this application.

Graduate Council Chair

Date

Dean- Doré School of Graduate Studies

Date