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SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

GRADUATE FACULTY STATUS

Duties for Graduate Faculty:

1. To be eligible to teach graduate courses a faculty member has to obtain a graduate faculty status. Status could be conferred retroactively in cases of emergency or other extenuating circumstances.
2. Show active involvement in the graduate program activities.
3. Provide opportunities for challenging and rigorous learning for courses or projects.
4. Provide regular feedback to students on their progress in learning for courses or projects.
5. Be an advocate for graduate students during the project development and completion.
6. Work with students on a regular basis during the work on the project.
7. Be guided by a high standard of professionalism in interactions with graduate students involved in the teaching/learning, mentorship, and professional development process.
8. There are two levels of graduate status: full and associate. Applications are processed through the Graduate Faculty Committee.

Who Can Apply:

Candidates include probationary, tenure-track, adjunct, or fixed-term Southwest Minnesota State faculty. Potential graduate faculty referred by a department needing or proposing a graduate course may also apply for graduate faculty status. Home departments, graduate programs, and the graduate faculty committee will make recommendation(s) to the administration on the graduate faculty appointments.

Full Member of the Graduate Faculty:

Full members of the graduate faculty shall hold a doctoral degree, or another degree nationally recognized as the terminal degree in that discipline. In addition to academic preparation, full members of the graduate faculty shall demonstrate a record of ongoing scholarly activity. Full members of the graduate faculty may teach any level of graduate course, may be advisors of graduate students, chair student examining committees, and direct theses or alternate plan papers.

Associate Member of Graduate Faculty:

Associate member graduate faculty shall have a masters/specialist degree nationally recognized for one or both of the following: the course(s) they are approved to teach within a specified graduate program or within the discipline of the specified graduate program itself. Associate status may be established based on a special expertise in a particular course within the degree program. Such special expertise shall be documented and accompanied with a letter of support from the department chair. Associate member graduate faculty may include, but are not limited to, fixed-term or adjunct. They may also have other rights, privileges, and/or limits determined as appropriate by each department. Associate members of the graduate faculty may teach any level graduate course for which their degree or specialized training matches the course description and serve on student examining committees in their area of specialization by virtue of academic and professional training or experience.

[Full and Associate Member requirements adapted from Minnesota State University Mankato, Qualifications for Appointment to the Graduate Faculty]

Process for Obtaining Full and Associate Membership in the Graduate Faculty:

1. Candidates complete the “Graduate Faculty Application.” They are provided the accreditation standards for the program they seek to teach in. Those faculty members who meet the minimum accreditation standards may continue with the application process.
2. The “Graduate Faculty Application” is submitted to the faculty member’s Department/Administrative Unit (D/AU) for a recommendation. The Graduate Faculty Application and recommendation is then submitted in a timely manner to the D/AU in which the appropriate Graduate Program is located, if different from the faculty member’s D/AU. For adjunct/fixed term faculty proposed to teach in a Graduate Program the Graduate Faculty Application will be submitted to the discipline area in which the course is listed (only if different from the Graduate Program) for a recommendation to the Graduate Program. All recommendations are shared with the faculty member.
3. If the faculty member’s D/AU chooses not to make a recommendation, this decision must be conveyed in a timely manner to the D/AU in which the appropriate Graduate Program is located, if different from the faculty member’s D/AU. The decision is shared with the faculty member.
4. The D/AU in which the appropriate Graduate Program is located then submits in a timely manner the Graduate Faculty Application and all recommendations to the Graduate Faculty committee for review. If the D/AU in which the appropriate Graduate Program is located chooses not to make a recommendation, this information, along with the faculty member’s application shall be submitted to the Graduate Faculty committee.
5. The Graduate Faculty committee then develops a recommendation with regard to inclusion in the “Graduate Faculty” and shares this recommendation with the faculty member.
6. A faculty member who does not receive a positive recommendation from either faculty member’s Department or the Graduate Program may appeal to the Graduate Faculty committee. The appeal would require a personal interview with the committee. Prior to the interview, the chair of the Graduate Faculty committee would request an explanation of action taken by the applicant’s D/AU and, if necessary, the D/AU in which the appropriate Graduate Program is located and distribute the explanation(s) to the committee and the applicant. After the interview and further deliberation the committee shall make a final recommendation and share it with the faculty member.
7. The Graduate Faculty committee shall then forward the names and all recommendations of faculty members who have received the committee’s positive recommendation for inclusion in the Graduate Faculty to the Dean of Graduate Studies for acceptance or denial of Graduate Faculty status.
8. In the case of denial, the faculty member may appeal to the Dean of Graduate Studies for a meeting with the Chair of the Graduate Faculty committee and the Dean of Graduate Studies to discuss the denial. Following the meeting the Dean of Graduate Studies shall issue a final decision with regard to the Graduate Faculty status.

Application Timeline:

A faculty member who already has graduate faculty status by meeting the standards of the original SMSU Graduate Faculty policy is not required to renew that status but may choose to apply for renewal based on the new policy. New applications for Graduate Faculty status may be submitted at any time. Each department is responsible for submitting changes in Graduate Faculty status by February 15th of each catalog year. Submitted and approved applications will be kept by the Chair of the Graduate Faculty committee.

Southwest Minnesota State University
Graduate Faculty Application

_____ Full _____ Associate

Name _____ Phone _____

Department _____ E-mail Address _____

Type of Bachelor Degree _____ Institution _____

Date _____ Field(s) of Study _____

Type of Master Degree _____ Institution _____

Date _____ Field(s) of Study _____

Type of Terminal Degree _____ Institution _____

Date _____ Field(s) of Study _____

Indicate the program area(s) in which you are willing to participate:

Teaching _____ Chairing Committees _____ Participating on Committees _____

Master of Science: _____ Management _____ Education, on-campus

_____ EDL Learning Community _____ Special Education

Graduate courses in _____ (department)

Current Areas of Professional Interest/Expertise: _____

Other Related Information to Include: _____

Please attach a copy of your academic vita to this application.

Course Discipline if different from Home Department:

____recommended ____not recommended _____
Signature of Department Chair Date

Home Department: ____recommended ____not recommended _____
Signature of Department Chair Date

Graduate Program: ____recommended ____not recommended _____
Signature of Graduate Program Director Date

Graduate Faculty Committee: ____recommended ____not recommended _____
Signature of Graduate Faculty Com. Chair Date

Dean of Graduate Studies: ____recommended ____not recommended _____
Signature of the Dean of Graduate Studies Date

NOTE: Applications for graduate faculty status may be submitted at any time. Each department is responsible for submitting changes in graduate faculty status by February 15th of each catalog year.