

## **Qualifications for Tenured and Tenure-track Faculty Engaged in Graduate Education**

Graduate study involves specialized knowledge and concentrated study in a particular area that is aimed at acquiring discipline-specific skills to practice a profession or to engage in advanced research. To ensure that graduate programs maintain these expectations requires that the faculty acknowledges them conceptually and through action, and that the University, Colleges, and departments utilize faculty qualified to participate in graduate education. Faculty members involved in developing the current knowledge, methods, and techniques of their disciplines provides educational opportunities commensurate with those expectations and with best practices for graduate education. Faculty may be recognized as qualified graduate faculty at one of two levels (full and associate) and may be involved with graduate education in several different ways (e.g., teaching, mentoring, advising) depending on their interests and/or other commitments or assignments. Tenured or tenure-track faculty who are recognized as Full Graduate Faculty are eligible to serve as chair of a thesis or dissertation committee in addition to teaching, mentoring, and advising graduate students. Associate Graduate Faculty may participate in graduate education as noted above, but may not serve as chair of a graduate student thesis or dissertation committee. Being qualified to engage in graduate education does not imply that a faculty member will be limited to working at the graduate level. Indeed, faculty engaged in graduate education may be equally engaged in undergraduate education. Individual faculty assignments for any given semester are the responsibility of the academic unit.

### **1. Levels of Faculty Involvement.**

#### **Full Graduate Faculty:**

Tenured or tenure-track faculty who meet the following criteria will qualify as full graduate faculty.

Minimum criteria to be recognized as Full Graduate Faculty are:

- Must be tenured or tenure track at GVSU, at the rank of Assistant Professor or higher.
- Must possess an earned doctorate or other discipline-appropriate terminal degree from an accredited institution. Alternatively, and in highly limited circumstances, a faculty member may be qualified based on demonstrated exceptional scholarly, creative or professional achievement.
- Must have had active involvement in graduate education (teaching, advising, or mentoring graduate students). If faculty members have not been active in graduate education previously they must provide a statement that identifies their potential for effective mentoring and teaching, including examples that support their request (see addendum parts 1 & 3 for examples).
- Must demonstrate continuing and productive scholarship, professional achievement, performance or creative activity during the period prior to application for, or renewal of, this level of standing (see addendum part 2 for examples).
- Must demonstrate active professional service in the discipline (see addendum parts 1 & 3 for examples).

#### **Associate Graduate Faculty:**

Tenured or tenure-track faculty who meet some, but not all of the requirements for Full Graduate Faculty may qualify as Associate Graduate Faculty if their professional or academic training provides relevant experience.

Minimum criteria to be recognized as an Associate Graduate Faculty Member:

- Must be tenure-track at GVSU, at the rank of Assistant Professor or higher.
- Must possess an earned, discipline-appropriate, graduate degree from an accredited institution. Alternatively, and in highly limited circumstances, a faculty member may be qualified based on demonstrated exceptional scholarly, creative or professional achievement.
- Must have had active involvement in graduate education (teaching or mentoring graduate students). If faculty members have not been active in graduate education previously they must provide a statement that identifies their potential for effective teaching and mentoring, including examples that support their request (see addendum parts 1 & 3 for examples).

## **2. Procedure to Establish Qualifications:**

Faculty members seeking graduate faculty membership must provide evidence that they qualify for either Full or Associate recognition; qualifications will be determined based on the strength of the evidence presented. An online application with supporting materials attached should be completed. An electronic notification will be sent to the unit head who will review and approve the application. The application will then be forwarded electronically to the appropriate College Dean for review and approval. The electronic system will then notify the Graduate Dean of the application. Although the Graduate Dean is not charged with determining faculty qualifications, the Graduate Dean will review the applications for adherence to the policy and summarize the qualifications of faculty approved by units and colleges and submit a report to the Provost.

## **3. Period of Qualification:**

Faculty meeting the qualifications to be recognized as Full Graduate Faculty, with approval from the appropriate unit and college dean, may be engaged in graduate education for a period of five (5) years. Faculty who meet the qualifications to be recognized as an Associate Graduate Faculty may be engaged in graduate education for a period of three (3) years. Both Full and Associate Graduate Faculty may renew their standing.

## **4. Revocation of Qualification:**

The appropriate college dean or the Provost may revoke authorization to engage in graduate education at any time for reasonable cause.

## **Procedures for Applying for Graduate Faculty Membership:**

Procedure for Requesting Full Membership:

1. Qualified faculty should request consideration for full graduate faculty membership at the following time periods:
  - a. upon initial hiring
  - b. at each formal review (e.g. tenure, promotion)
  - c. every five years if a or b do not apply
2. The application form with supporting materials should be submitted to the academic unit

head, who will then review and forward the application and materials to the appropriate Academic Dean for review and consideration. This process is electronic ([www.gvsu.edu/gs/applications/login.htm](http://www.gvsu.edu/gs/applications/login.htm)).

- a. Materials to seek Full Graduate Faculty Membership should include:
  - i. a completed application approval form.
  - ii. a current curriculum vitae.
  - iii. any additional information that provides evidence of scholarly, creative or professional achievement.
  - iv. faculty new to graduate education at GVSU must submit a short narrative of their previous graduate education activities or potential to engage in graduate education activities with their application materials.
3. Each Academic Dean will forward the application to the Dean of The Graduate School.
4. Upon appointment, the faculty member will hold graduate faculty membership until the next review for contract renewal, tenure, or promotion, or five years, whichever occurs first.

#### **Procedure for Requesting Associate Membership:**

1. Qualified faculty should request consideration for associate graduate faculty membership at the following time periods:
  - a. upon initial hiring.
  - b. at each formal review (e.g. reappointment, tenure, promotion).
  - c. every three years if a or b do not apply.
2. The application form with supporting materials should be submitted to the academic unit head who will forward the application and materials to the appropriate Academic Dean for review and consideration. This process is electronic ([www.gvsu.edu/gs/applications/login.htm](http://www.gvsu.edu/gs/applications/login.htm)).
  - a. Materials to seek Graduate Faculty Membership should include:
    - i. a completed application approval form
    - ii. a current curriculum vitae
    - iii. any additional information that provides evidence of scholarly, creative or professional achievement
    - iv. faculty members new to graduate education at GVSU must submit a short narrative of their previous graduate education activities or potential to engage in graduate education activities with their application materials.
3. Each College Dean will forward the application to the Dean of The Graduate School within three weeks of review.
4. Upon appointment, the faculty member will hold associate graduate faculty membership until the next review for contract renewal, tenure, or promotion, or three years, whichever occurs first.

*Examples of Activities to Document Faculty Qualifications are provided on the following page.*

#### **Addendum – Examples of Activities to Document Faculty Qualifications:**

##### **1. Examples of General Experience in Graduate Education and Research:**

Most Significant Credentials (these should dominate)	Less Significant Credentials (these should not replace most significant credentials)
Member of committees or task forces focused on graduate education	Referee or panelist for state or private agency grant programs
Member of departmental/program graduate Committee	Representing a program at a graduate Fair
Member of departmental or university-wide graduate and research awards committee	Presentation on how to apply to graduate school
Develop new graduate programs or certificates	
Graduate Program Director or coordinator	
Graduate advisor of record	
Departmental graduate admission committee	
Leadership in statewide, regional or national organization focused on graduate education	
Member of statewide, regional, or national committees for graduate awards	
Leadership in a regional or national professional organization germane to the discipline	
Referee or panelist for federal grant programs	

## 2. Examples of Staying Current in the Discipline:

Most Significant Credentials (these should dominate)	Less Significant Credentials (these should not replace most significant credentials)
Peer-reviewed scholarly articles and reports	Book reviews in professional journals
Books and monographs	Attending discipline-specific workshops
Book chapters	Internally produced publications not reviewed outside GVSU
PI or co-PI of funded external grants and Contracts	Participant but not PI or co-PI on funded external grants and contracts
Juried creative activities or performances	Internal research funding
Published playscripts or compositions	Self-published or self-produced creative Work
Invited recitals or performances	Assist student performance productions
Peer-reviewed papers presented at learned or professional meetings, symposia, conferences	Highly ranked but unfunded grant Proposals
Invited keynote address	Regular newspaper or journal column with state-wide or regional circulation
Published abstracts and conference proceedings (not duplicative of papers presented)	Serve as an expert witness
Recognized through department, college, or university awards for outstanding research	Invited talks to community groups
Intellectual property disclosures	Articles currently under review

External awards (professional organizations, scholarly societies) for research	Conference presentations under review
Scholarly editions	
Editions of essay collections	
Reviewer for grant proposals in the discipline	
Member of editorial boards for disciplinary Publications	
Conference session organized and chaired	
Conference program chair	
Conference organizer	

### 3. Examples of Effective Teaching and Mentoring at the Graduate Level:

Most Significant Credentials (these should dominate)	Less Significant Credentials (these should not replace most significant credentials)
Teaching graduate courses (including evaluations)	Guest lectures(s) in graduate course(s)
Developing new graduate courses	Faculty evaluation of graduate teaching Assistants
Chairing master's theses and/or doctoral dissertation committees	Supervision of research assistants
Presentations at workshops for graduate students	Presentation at graduate student Orientation
Directing graduate research projects	Contribution to PACES program for graduate student success
Evidence of effective graduate research mentoring (student publications and/or presentations, student research awards)	
Co-author with graduate student on published research or major conference presentation	
Member of graduate advisory, examining, and reading committees	
Effective mentoring of graduate students in Teaching	
Departmental, college, or university awards for graduate teaching and mentoring	
Service as graduate teaching assistants Coordinator	
Service on master's thesis or doctoral dissertation committees at other institutions	
Member of GVSU thesis or dissertation Committees	