

Midwestern State University
January 12, 2015

Administrative Council
Meeting No. 15-02

The Administrative Council met via e-mail Monday, January 12, 2015, participating were Dr. Jesse W. Rogers, Chairman; Dr. Marilyn Fowlé, Dr. Keith Lamb, Dr. Howard Farrell, Dr. Robert Clark, Mr. Barry Macha, Dr. Deborah Garrison, Mr. Kyle Owen, Mr. Matthew Park, Mr. Charlie Carr, Mr. Dirk Welch, Ms. Debbie Barrow, Ms. Dawn Fisher, Ms. Julie Gaynor, and Ms. Cindy Ashlock.

MSU Policy and Procedures Manual

Policy 3.147, Provost and Vice President for Academic Affairs, Graduate Faculty Requirements

The changes to the policy were accepted as presented. See Attachment A.


MSU Organizational Chart

The change to the organizational chart was accepted as presented with Mr. Park being the dissenting vote. See Attachment B.

MSU Policy and Procedures Manual

Policy 2.393, Staff Senate, Staff Senate Purpose and Constitution

The changes to the policy were accepted as presented. See Attachment C.



Jesse W. Rogers, President



Cindy Ashlock, Secretary

Approved by the Academic Council 11/19/14

3.147 Provost and Vice President for Academic Affairs

GRADUATE FACULTY REQUIREMENTS AND PROCEDURES

Date Adopted/Most Recent Revision: 11/06/2009 To be determined

A. General

Graduate faculty members are expected to establish and maintain a record of scholarly productivity, teaching excellence, and exemplary individual work with graduate students.

The accomplishments of faculty who are teaching in the graduate programs at MSU are reviewed regularly to evaluate the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status (SACSCOC 3.72).

Evidence of such faculty performance should be included in the graduate faculty member's annual personnel report **as well as on the faculty member's curriculum vitae (CV).** For those holding graduate faculty status, the faculty member's performance as a member of the graduate faculty is evaluated by the faculty member, department chair and dean during annual performance review. If the faculty member's scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the department, college and the graduate council, the faculty member's **graduate faculty appointment may be denied or reduced, which will result in the creation of a developmental plan.** ~~the chair and the dean will develop a plan that they believe will result in the faculty member meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member, a timeline for those actions, and the support provided by the college for the faculty member's successful and timely completion of those planned actions. The effectiveness of this plan will be a part of the faculty member's next annual performance review.~~ The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member's annual performance evaluation and on the **academic dean's** and chair's recommendation for merit, tenure, or promotion.

B. Graduate Faculty Status

1. Full graduate faculty status

a. Criteria for full graduate faculty status:

- i. Hold a **full-time** faculty appointment at MSU.
- ii. Hold a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
- iii. Demonstrate an ongoing record of a variety of scholarly activities as described in the research and scholarly activities sections of the Tenure and Promotion Policy defined by the faculty member's college and department.
- iv. Demonstrate successful graduate teaching and effective individual work with graduate students.
- v. Be recommended by the faculty member's college.

b. Responsibilities **Qualified to:**

- i. Teach graduate courses
- ii. Serve on **Ggraduate **Advisory (Thesis), Research Paper, and other****

Graduate Committees

- iii. Chair **Graduate Advisory (Thesis), Research Paper, and other Graduate Committees.**
- iv. ~~Direct Research papers and theses~~ **Eligible for appointment as a Graduate Coordinator for the program**
- c. Term: Full graduate faculty are appointed for a five year term and must reapply at the end of their appointed term.

2. Associate Graduate Faculty status

- a. Criteria for associate graduate faculty status:
 - i. Hold a **full-time or part-time** faculty appointment at MSU. (Graduate faculty members of other accredited universities who meet the MSU criteria for appointment as graduate faculty may, with the recommendation of the graduate program coordinator **and through the Graduate Faculty approval process**, be appointed as associate graduate faculty.)
 - ii. Hold, or be actively pursuing, a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
 - iii. Begin and continue a record of scholarly activity.
 - iv. Be recommended by the faculty member's college.
- b. **Responsibilities Qualified to:**
 - i. Teach graduate courses
 - ii. Serve on **Graduate Advisory (Thesis), Research Paper, and other Graduate Committees**
 - iii. Chair Research Paper and other non-thesis committees
 - iv. ~~Direct research papers~~ **MSU faculty holding a full-time appointment are eligible for appointment as a Graduate Coordinator for the program**
- c. Term: Associate graduate faculty are appointed for a three year term and must reapply at the end of their appointed term.

3. Adjunct graduate faculty

- a. Criteria for adjunct graduate faculty status:
 - i. Hold an adjunct faculty appointment at MSU.
 - ii. Hold or be actively pursuing a terminal degree in the discipline or a related field; or provide clear evidence of exceptional professional qualifications and experience.
- b. **Responsibilities Qualified to:**
 - i. Teach graduate courses
 - ii. Serve on graduate committees
- c. Term: 1 year

C. Procedures for appointment as graduate faculty

1. Each College and Department will develop guidelines for the evaluation of satisfactory performance. Although these guidelines will reflect the individual nature of each graduate program, they will be consistent with the general guidelines for graduate faculty status outlined in this policy.

2. ~~Faculty who wish to be considered for appointment as graduate faculty must apply and submit a current curriculum vitae (CV) to the department chair. Having considered the advice of the graduate coordinator, the department chair will review faculty performance and provide a written recommendation to the college dean, either opposing or supporting the faculty member's appointment to the graduate faculty.~~ MSU full-time, part-time, or adjunct faculty who are being considered for an assignment to teach graduate courses as the faculty of record must be reviewed for appointment as graduate faculty at the rank of adjunct, associate, or full graduate faculty prior to the semester in which the first graduate course is slated to be taught. The process is as follows:
- a. A current curriculum vitae (CV) is supplied to the department chair by the faculty member.
 - b. A letter of recommendation is written by the department chair to the Associate Vice President for Academic Affairs (AVPAA) and Dean of the McAda Graduate School.
 - c. The Graduate Faculty Status Recommendation form is completed and signed by department chair and graduate coordinator.
 - d. The recommendation is reviewed by the academic dean of the college using the appropriate college and departmental guidelines for evaluation of satisfactory performance. When in agreement that the faculty member is eligible for consideration for graduate faculty status, the dean will sign, and annotate if desired, the Graduate Faculty Status Recommendation form and sent forward to the AVPAA/Dean of the McAda Graduate School.
 - e. The AVPAA/Dean of the McAda Graduate School will review the recommendation of the college for the faculty member's appointment to the recommended status, assuring alignment of the faculty member's expertise and experience with guidance presented in this policy, making a recommendation to the Provost and Vice President for Academic Affairs, with whom the final decision rests. The full recommendation documentation, including department chair letter, faculty CV, and recommendation form with annotations will be provided to the Provost.
 - f. The recommendation at the academic dean's or graduate dean's, level may include approval as submitted, approval at an altered status, or denial. Recommendations for alteration or denial must include annotation regarding rationale for such recommendation.
 - g. The decision at the provost's level may include approval as submitted, approval at an altered status, or denial.
 - h. Should the appointment be denied, a written explanation of the decision shall be provided by the Dean of the McAda Graduate School, indicating specific aspects or deficits of scholarship, experience, or performance disqualifying the faculty from appointment.
 - i. If a denial is issued, future efforts to achieve graduate faculty status will benefit from a personal statement from the faculty describing efforts to address any noted areas of deficit in scholarship, experience, or performance.

3. New faculty joining MSU in a faculty position that includes teaching as a faculty of

record for a graduate course must meet the requirements for graduate faculty status. When hiring documents are sent forward to the Office of the Provost, the Graduate Faculty Status Recommendation Form should be sent simultaneously to the Dean of the McAda Graduate School.

~~3. The academic dean of the college, using the appropriate college and department guidelines for the evaluation of satisfactory performance, will determine if the faculty member is eligible for consideration for graduate faculty status and, if so, forward the faculty member's application and CV, along with a written recommendation, to the Dean of the Graduate School.~~

~~4. For all appointed faculty, the written recommendation of the college, faculty member's CV, and verification of appointment will be provided for final approval to the Provost and Vice President for Academic Affairs, who will monitor that all graduate courses are taught by approved graduate faculty at the appropriate level and then track terms and renewals.~~

D. Procedures for advancement within the graduate faculty (i.e. from adjunct to associate or associate to full graduate status)

1. Faculty who wish to be considered for advancement within the graduate faculty must apply and submit a current CV to the department chair. Having considered the advice of the graduate coordinator, the department chair will review faculty performance and provide a written recommendation to the college dean.

2. **The recommendation will proceed as outlined in section C.2 above.** ~~The dean of the college, using the appropriate college and department guidelines for the evaluation of satisfactory performance, will determine if the faculty member is eligible for advancement and, if so, forward the faculty member's application and CV, along with a recommendation, to the Dean of the Graduate School.~~

~~3. The Dean of the Graduate School will review the recommendation of the college and either recommend advancement of the faculty member to the appropriate graduate faculty status or deny the advancement. Should the advancement be denied, the Dean of the Graduate School will provide a written explanation of the decision to the college dean, indicating specific aspects of performance disqualifying the faculty from advancement.~~

~~4. For all advanced faculty, the written recommendation of the college, faculty member's CV, and verification of advancement will be provided to the Provost and Vice President for Academic Affairs for ratification and tracking.~~

E. Procedures for renewal of graduate faculty status

1. Faculty who wish to be considered for continued status within the graduate faculty must submit a request with ~~apply and submit a~~ **current** CV to the department chair. Having considered the advice of the graduate coordinator, the department chair will review faculty performance and provide the Dean of the Graduate School with a written recommendation for the faculty member's continued standing.

2. **The recommendation will proceed as outlined in section C.2 above.** ~~The dean of the college, using the appropriate college and department guidelines for the evaluation of satisfactory performance, will determine if the faculty member is eligible for continued standing and, if so, forward the faculty member's application and CV, along with a recommendation, to the Dean of the Graduate School.~~

- ~~3. The Dean of the Graduate School will review the recommendation of the college and either recommend renewal of the faculty member's appropriate graduate faculty status or deny the renewal. Should the renewal be denied, the Dean of the Graduate School will provide a written explanation of the decision to the college dean, indicating specific aspects of performance in need of development.~~
- ~~4. For all advanced faculty, the written recommendation of the college, faculty member's CV, and verification of advancement will be provided to the Provost and Vice President for Academic Affairs for ratification and tracking.~~

F. Procedures for remediation Development of graduate faculty

If the faculty member's scholarship, teaching, or independent work with graduate students does not meet the guidelines or standards established by the department and college, the faculty member, the chair and the dean will develop a plan that they believe will result in the faculty member's meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member and the support provided by the college for the faculty member's successful and timely completion of those planned actions. (Graduate faculty status during the development period will be determined by the Dean of the Graduate School, based on the recommendations of the college dean.) The results of the plan will be a part of the faculty member's next annual performance review.

G. Procedures for Approval for Associate Graduate Faculty Members to Chair a Graduate Advisory Committee to Direct Thesis

- 1. The Graduate Coordinator, in collaboration with the Department Chair, may recommend to the Academic Dean that a faculty member holding both a full-time appointment to the faculty at MSU and Associate Graduate Faculty Status may be approved to chair a student's Graduate Advisory Committee based upon alignment of the Associate Graduate Faculty Member's specialized knowledge in a particular area of study.**
- 2. The College will recommend the appointment through completion of the Graduate Advisory Committee Chair for One-Time Thesis Appointment form, providing ample rationale to support the appropriateness of, and need for, such an appointment.**
- 3. The designated form, faculty member's CV, a detailed letter, and a plan for mentorship by a faculty member holding Full Graduate Faculty Status shall be sent forward to the Graduate Dean's Office for recommendation to the Provost and Vice President for Academic Affairs, who holds final authority for approval.**
- 4. This process is to be used only for a singular appointment on a case-by-case basis, as its rationale resides with the faculty member's expertise to a singular thesis.**

H. Procedures for Monitoring Graduate Faculty Appointment of those Teaching Courses for which Graduate Credit is Awarded

- 1. The Associate Vice President for Academic Affairs and Dean of the Billie Doris McAda Graduate School will monitor graduate faculty status, assuring that faculty appointments are congruent with teaching assignments, graduate**

advisory committee roles, and research paper roles in compliance with authorized graduate faculty responsibilities.

- 2. The process is as follows:**
 - a. The roster of graduate classes, 3000-4000 courses taken for graduate credit, dual-listed courses, and thesis sections will be reviewed to assure that the faculty of record holds the required graduate faculty status. This review occurs each semester.**
 - b. If there are any discrepancies, the Dean of the Graduate School will follow up with the appropriate graduate coordinator, department chair, and academic dean to assure that proper action is taken, including either seeking graduate faculty status for the faculty of record or changing teaching assignments.**
- 3. The outcomes of this review process will be communicated to the Provost and Vice President for Academic Affairs.**

Policy 2.393 Staff Senate

Staff Senate Purpose and Constitution

Date Adopted/Most Recent Revision: XX/XX/XX

Article II

A. Membership Representation

The number of senate seats shall be allocated according to the number of budgeted staff positions within each EEO job classification category on record with and provided by the Director of Human Resources.

1. EEO Job Classification Categories:

- a. **EEO1** Officials and Administrators (Excluding president, vice presidents, provost, and associate vice presidents)
- b. **EEO3** Non-faculty Professional
- c. **EEO4** Administrative Support
- d. **EEO5** Technicians and Paraprofessionals
- e. **EEO6** Skilled Craft Workers
- f. **EEO7** Service and Maintenance

Article III

A. Elections

Elections will be held each April to fill seats which will be vacant on the following September 1. The nomination process will be held during the month of March. Eligible staff may self-nominate if they have an interest and desire to serve. The senate will determine the deadline for nominations, conduct the election through secret ballot, and notify the nominees. All benefits-eligible, non-faculty staff members are eligible to vote for nominees within their respective EEO classification. In the event of a tie, a run-off election will be held. The election results will be published within ten working days after the election. **In the event of a vacancy occurring prior to a regular election, and an alternate is not available, a special election may be called.**

B. Vacancies

Senate seats which become vacant prior to a regular election shall be filled by alternates from the respective EEO job classification, in succession beginning with the alternate receiving the highest number of votes in the most recent election. Alternates will serve until the next regular election and time served as an alternate will not be counted against the term limits. **If no alternate from the respective classification is available to serve at the time the vacancy occurs, the seat may be filled through a special election or the seat may remain unfilled until the next regular election.**