

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-13

GRADUATE FACULTY MEMBERSHIP

1. General Information

1.1. Scope: Academic Policy regarding graduate faculty membership, levels, accountability and rights thereof.

1.2. Authority: W Va. Code §18B-1-6

1.3. Passage Date: April 26, 2023

1.4. Effective Date: May 26, 2023

1.5. Controlling over: Marshall University

1.6. History:

1.6.1. Approved by the Graduate Council on February 24, 2023.

1.6.2. Revised: March 28, 2003; September 24 and October 22, 2004 Graduate Council; Approved by the BOG on July 31, 2017 and June 27, 2019.

2. Policy

2.1. Participating in graduate education requires faculty whose education, professional experience, scholarly research and creative work, and commitment to the discipline is of the highest caliber.

2.1.1. Faculty participating in graduate education must meet minimum standards for this responsibility, as outlined in MUBOG Policy AA-18: Equivalencies for College Teaching.

2.1.2. Graduate faculty are required to adhere to the ethical research practices of their field when conducting research and when guiding the research of graduate students. All research should be in compliance with applicable law and the policies and procedures of Marshall University, the Marshall University Research Corporation, Marshall Health, Marshall University's Institutional Review Board (IRB), and the Institutional Animal Care and Use Committee (IACUC), as applicable.

- 2.2. There are three levels of graduate faculty membership: (1) Graduate Chair Faculty, (2) Graduate Faculty, and (3) Associate Graduate Faculty.
 - 2.2.1. Section 5 presents the functions, minimum criteria, and restrictions of each level of graduate faculty membership.
 - 2.2.2. All faculty seeking graduate faculty membership or status must apply for the appropriate designation following procedures published by the Graduate Council.
- 2.3. The Graduate Council evaluates and approves graduate faculty membership for all qualified faculty.
 - 2.3.1. The Graduate Council will publish and maintain procedures for the application, review, and granting of graduate faculty membership and status.
 - 2.3.1.1. Included in these procedures will be an application and separate checklist for each level of graduate faculty status.
 - 2.3.1.2. These procedures will be available on the Graduate Council's website.
 - 2.3.2. The Graduate Council, in collaboration with the Chief Academic Officer (CAO), shall determine the practical and efficient means for maintaining a list of all faculty granted graduate faculty membership, their faculty level, and term of appointment. This list will be used to:
 - 2.3.2.1. ensure timely audits of graduate faculty status;
 - 2.3.2.2. identify the need to apply for, or renew, graduate faculty status; and
 - 2.3.2.3. comply with requests for data from various accrediting agencies.
 - 2.3.3. The Graduate Council can delegate to the academic deans of colleges or schools the right to determine the graduate faculty membership level for faculty assigned to the college or school.
- 2.4. The dean of each college or school is responsible for:
 - 2.4.1. Reviewing and granting initial approval, contingent upon 2.3.3, for all applications for graduate faculty membership.
 - 2.4.2. Maintaining accurate records of all approved applications, including each applicant's application and checklist.
 - 2.4.3. Submitting initially approved applications to the list described in 2.3.2.

- 2.4.4. Ensuring that all faculty teaching graduate courses and performing other graduate education tasks have active graduate faculty membership.
- 2.5. The individual colleges or schools may require faculty seeking graduate faculty membership or status to meet criteria in addition to the criteria defined in Section 5. Colleges and schools may also elect to shorten, but not lengthen, the term of appointment, marked with an “*” in Section 5, for any graduate faculty membership level.
 - 2.5.1. Colleges or schools that will apply additional criteria will present to the Graduate Council, in writing, the additional standards and constraints for approval.
 - 2.5.2. Once approved by Graduate Council, the dean of the college or school will ensure all faculty and staff are aware of the requirements by creating an appropriate web page outlining the necessary information and providing any additional application materials needed for college or school level approval.
 - 2.5.3. Subsequent changes to these criteria must be proposed in writing for further review and approval by Graduate Council.
- 2.6. All faculty, either full or part time, who will be assigned to teach degree applicable graduate courses at the 500 level or higher must apply for one of the three graduate faculty membership levels.
 - 2.6.1. The application for graduate faculty membership should occur during the semester before teaching responsibilities begin, or earlier.
 - 2.6.2. Departments hiring new or temporary faculty who will have graduate teaching responsibilities should submit the application for graduate faculty membership during the faculty appointment process.
 - 2.6.3. Should the situation arise when a member of the faculty is assigned to teach one or more graduate courses and the application for graduate faculty membership has not completed the approval process, the dean of the college or school will notify the Chair of the Graduate Council and the Assistant Provost for Graduate Studies.
 - 2.6.4. The Chair of the Graduate Council may grant conditional approval allowing the individual to teach graduate courses. This conditional approval may not be extended for a second semester.
 - 2.6.5. Upon approval of the individual’s application for graduate faculty membership, the membership will be retroactively granted for the start of the semester during which the application was made.

- 2.7. Administrators at the level of dean, or higher, desiring to have graduate faculty membership must apply directly to the Chair of the Graduate Council for the level they believe they qualify. The Graduate Council will review the application and decide whether to approve it.
- 2.8. Once granted, an individual's graduate faculty membership level may not be changed without a formal application for change except when the Graduate Council votes to remove or change a graduate faculty member's graduate faculty status.
- 2.9. The Graduate Council can remove or change graduate faculty status if a graduate faculty member fails to uphold ethical research practices related to 2.1.2., including instances of fabrication, falsification, plagiarism, and retraction as follows:
 - 2.9.1. An academic dean, the Graduate Council Credentialing Committee, or a college-level credentialing committee make a written request for the Graduate Council to remove or change the graduate faculty status held by a faculty member.
 - 2.9.2. Upon this request, the Graduate Council will hold a hearing to determine whether the status will be removed or changed. The Graduate Council will develop and share a procedure for these hearings on its website.
 - 2.9.3. If the Graduate Council votes to remove or change graduate faculty status, the faculty member may appeal following the process in "Appeals for Graduate Faculty Membership" in Section 7.
- 2.10. When graduate faculty status is granted, it will last for a fixed number of years. The term will end on May 15, August 15, or December 15 based on the semester and duration of the approved level of graduate faculty status.

3. Audits

- 3.1. The Graduate Council will perform periodic audits of colleges and schools granted permission to offer initial approval of graduate member applications.
 - 3.1.1. The purpose of the audit is to ensure the college or school is holding all faculty to the minimum criteria listed in Section 5 and additional criteria the Graduate Council may have approved for the college or school.
 - 3.1.1.1. Supporting materials to be reviewed include the completed graduate faculty membership application, checklist, faculty vitae, and any other supporting materials that demonstrate the faculty members have been placed in an appropriate level of graduate faculty membership.
 - 3.1.1.2. Faculty annual reports may be used to supplement supporting materials if desired.

- 3.2. The Graduate Council reports its audit findings to the appropriate academic unit administrators, Assistant Provost for Graduate Studies, and to the CAO.
- 3.3. The Graduate Council may take corrective action, as stipulated in 2.9 and Section 4, should the audit reveal notable discrepancies between the practices of an individual or academic unit and the principles and practices expressed in this policy.

4. Accountability

- 4.1. The Graduate Council retains the final right to decide whether a college or school may continue to determine graduate faculty membership levels.
 - 4.1.1. As it seems either necessary or appropriate, the Graduate Council retains the right at any time to require an academic unit to take corrective action or to suspend the right to determine the graduate faculty membership level of the faculty.
 - 4.1.2. Such actions may occur as the consequence of the routine audit or after an investigation of the Graduate Council when it became aware of a matter of concern.
- 4.2. Preference is given to requiring an academic unit to take corrective action when the routine audit or an ad hoc investigation uncovers notable discrepancies between the practices of an academic unit and the principles and practices expressed in this policy.
- 4.3. Notice of the required corrective action will be delivered to the college or school dean, the Assistant Provost for Graduate Studies, and to the CAO, and will enumerate the changes to be made, a timeline for the changes, and a date for a subsequent review of the academic unit's compliance request for corrective action.
- 4.4. Should the Graduate Council decide to remove any academic unit's privilege to determine graduate faculty membership, the Graduate Council may assume authority for determining graduate faculty membership or may assign the responsibility to another academic unit or to an administrative office within Academic Affairs.
- 4.5. The Graduate Council will identify the conditions that will be necessary to return authority for the academic unit to determine faculty membership levels.
- 4.6. The graduate faculty membership level assigned to individual faculty members within that academic unit will remain in force until each faculty member's term expires for the assigned level, or until the faculty member re-applies to and is approved by the Graduate Council to a different graduate faculty membership level or term. See the exception for Graduate Council action in 6.6.

5. Graduate Faculty Membership Levels and Criteria

5.1. Graduate Chair Faculty (five* year term)

5.1.1. Functions

5.1.1.1. Graduate Chair Faculty may chair or direct graduate student thesis or dissertation committees at the master's, specialist or doctoral level in the department or division of their appointment(s).

5.1.1.2. Graduate Chair Faculty may perform all the functions allotted to Graduate Faculty.

5.1.2. Minimum Criteria for Appointment

5.1.2.1. Graduate Chair Faculty must hold a continuing full-time appointment, have ongoing faculty responsibilities at Marshall University, and hold an appointment (which may be a joint appointment) in the division, department, or program area offering the graduate degree.

5.1.2.1.1. In circumstances where the full-time appointment is not a tenure track position, documentation of the full-time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.

5.1.2.1.2. Please refer to MUBOG AA-18: Equivalencies for College Teaching for a full description of these requirements.

5.1.2.2. Graduate Chair Faculty must hold a research-oriented terminal degree (thesis or dissertation) and must have demonstrated outstanding scholarly or creative achievement.

5.1.2.3. Graduate Chair Faculty must have attained the rank of Assistant Professor or higher.

5.1.2.4. Graduate Chair Faculty serving as a dissertation chair must have experience serving on a dissertation committee prior to chairing a dissertation committee.

5.1.2.4.1. During the first five years of a new doctoral program, an exception may be granted for faculty with extensive research experience and/or experience serving on one or more master's thesis committees.

5.1.2.5. Graduate Chair Faculty must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to,

teaching, advising, program development, and chairing committees, all within the graduate program.

- 5.1.2.6. Graduate Chair Faculty must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for, or renewal of, Graduate Chair Faculty status.
 - 5.1.2.6.1. Evidence of continuing scholarly or creative activities must include at least three significant contributions in one or more of the following areas:
 - 5.1.2.6.1.1. publication in discipline-respected peer-reviewed journals;
 - 5.1.2.6.1.2. publication of scholarly books or book chapters;
 - 5.1.2.6.1.3. publication in discipline-respected periodicals (book reviews or other short, one- or two-page communications do not qualify);
 - 5.1.2.6.1.4. invited and/or competitively selected presentations of scholarly work at regional, national or international meetings;
 - 5.1.2.6.1.5. significant, scholarship-based academic or professional consultation;
 - 5.1.2.6.1.6. receipt of an external research-oriented grant;
 - 5.1.2.6.1.7. book contracts from reputable publishers;
 - 5.1.2.6.1.8. scholarship-based clinical practice; or
 - 5.1.2.6.1.9. exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events.
 - 5.1.2.6.2. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.
- 5.1.2.7. Graduate Chair Faculty must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Chair Faculty status.
 - 5.1.2.7.1. The five year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years.

5.1.2.7.2. The requirement must be met for a second term of Graduate Chair Faculty membership.

5.1.2.8. Graduate Chair Faculty must complete Marshall University's Institutional Review Board training provided by the Collaborative Institutional Training Initiative (CITI).

5.1.2.8.1. A copy of the CITI (IRB #1 Medical Research or IRB #2 Social/Behavioral Research) training completion report indicating passing scores on all required modules must be provided.

5.1.2.8.2. The CITI training must be current at the time of application submission with a training expiration date occurring after the application submission date.

5.2. Graduate Faculty (five* year term)

5.2.1. Functions

5.2.1.1. Graduate Faculty may direct or mentor graduate student work on scholarly, creative, or clinical projects in the department or division of their appointment(s).

5.2.1.2. Graduate Faculty may co-chair or co-direct graduate student committees and research in another department or division at the request of that other department or division.

5.2.1.3. Graduate Faculty may serve on master's, specialist's or doctoral committees (comprehensive assessment, thesis, exhibition, dissertation, etc.) in the department or division of their appointment(s), or in another department or division at the request of that other department or division.

5.2.1.4. Graduate Faculty may be elected or appointed to the Graduate Council.

5.2.1.5. Graduate Faculty may teach master's, specialist's and doctoral level courses.

5.2.1.6. Graduate Faculty may perform all the functions allotted to Associate Graduate Faculty.

5.2.2. Minimum Criteria for Appointment

5.2.2.1. Graduate Faculty must hold a continuing full-time appointment, have ongoing faculty responsibilities at Marshall University and hold an appointment (which may be a joint appointment) in the division or department or program area offering the graduate degree.

- 5.2.2.1.1. In circumstances where the full-time appointment is not a tenure track position, documentation of the full-time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.
- 5.2.2.1.2. Please refer to MUBOG AA-18: Equivalencies for College Teaching for a full description of these requirements.
- 5.2.2.2. Graduate Faculty must hold a terminal degree or an appropriate professional degree and must have demonstrated ongoing scholarly or creative achievement.
- 5.2.2.3. Graduate Faculty must have attained the rank of Assistant Professor or higher.
- 5.2.2.4. Graduate Faculty must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and serving on committees, all within the graduate program.
- 5.2.2.5. Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status.
 - 5.2.2.5.1. Evidence of continuing scholarly or creative activities must include at least two significant contributions or activities in one or more of the following areas:
 - 5.2.2.5.1.1. publication in discipline-respected peer-reviewed journals;
 - 5.2.2.5.1.2. publication of scholarly books or book chapters;
 - 5.2.2.5.1.3. publication in discipline-respected periodicals;
 - 5.2.2.5.1.4. invited and/or competitively selected presentations of scholarly work at regional, national or international meetings;
 - 5.2.2.5.1.5. academic or professional consultation; application for or receipt of an external research,
 - 5.2.2.5.1.6. scholarly, or creative activity grant;
 - 5.2.2.5.1.7. official leadership (officer) positions in regional, national, or international professional organizations;

5.2.2.5.1.8. scholarship-based clinical practice; or

5.2.2.5.1.9. exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events.

5.2.2.5.2. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.

5.2.2.6. Graduate Faculty must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status.

5.2.2.6.1. The five year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years.

5.2.2.6.2. The requirement must be met for a second term of Graduate Faculty membership.

5.3. Associate Graduate Faculty (three* year term)

5.3.1. Functions

5.3.1.1. Associate Graduate Faculty may serve as members of student research committees as deemed appropriate by the department or division providing the degree.

5.3.1.2. Associate Graduate Faculty may teach appropriate graduate level courses.

5.3.1.3. Associate Graduate Faculty may write and evaluate comprehensive assessment questions directly related to their assigned classes.

5.3.2. Minimum Criteria for Appointment

5.3.2.1. Associate Graduate Faculty must hold a terminal degree or a master's degree in the field of instruction that is augmented with tested experience. Please refer to MUBOG AA-18: Equivalencies for College Teaching for a full description of these requirements.

5.3.2.2. Associate Graduate Faculty must provide appropriate documentation of credentials and/or experience to be filed with the division in which they teach.

5.3.2.3. Associate Graduate Faculty should have relevant experiences, within the most recent three* years, necessary to bring current information to the courses they teach. These experiences may include one or more of the following:

5.3.2.3.1. scholarly or creative activity;

5.3.2.3.2. advanced graduate level work;

5.3.2.3.3. professional accomplishments in the field; or

5.3.2.3.4. other activities deemed appropriate to bring current information or experience to the courses they teach.

5.3.3. Restrictions

5.3.3.1. Associate Graduate Faculty membership will not be listed in Marshall University's Graduate Catalog.

6. Special Cases

6.1. Faculty on Temporary Appointments (for example Visiting, Clinical, Research, or Adjunct Faculty)

6.1.1. During the term of their temporary appointment to Marshall University, faculty with graduate responsibilities must apply for graduate faculty membership and will follow the application process described in this policy.

6.1.2. An individual's graduate faculty status at their own institution, if visiting, may be taken into consideration (under 6.4.3), but does not necessarily determine graduate faculty membership at Marshall University.

6.2. Emeritus Faculty

6.2.1. Emeritus faculty may apply for or retain graduate faculty membership.

6.2.2. Emeritus faculty applying for graduate faculty membership are subject to the same requirements for each level of graduate faculty membership status apart from holding a continuing full-time appointment, if supported by the sponsoring dean and department/division chair.

6.3. Off-Campus Professionals

6.3.1. Academic programs may grant Associate Graduate Faculty status to professionals working off-campus.

6.3.2. To be approved, the applicant must meet the qualifications for the given graduate faculty level.

6.3.3. Professionals serving on doctoral committees must have a doctoral degree.

6.4. Collaborative Faculty Appointments

6.4.1. Faculty employed by other state institutions may hold a joint appointment at Marshall University.

6.4.2. With this appointment, the individual may apply for the Marshall University graduate faculty membership for which they believe they qualify.

6.4.3. A department may also extend this courtesy to other professors working outside the colleges and universities overseen by the West Virginia Higher Education Policy Commission.

6.4.4. An individual's graduate faculty status at their own institution will be taken into consideration but does not necessarily determine graduate faculty membership at Marshall University.

6.5. Individuals, colleges, departments, divisions, or programs seeking exceptions to these policies must submit a written petition to the Chair of the Graduate Council for consideration by that council.

6.6. A faculty member whose graduate faculty membership level is lowered from his or her current level, due to a graduate-faculty-membership renewal application, will be permitted to complete current responsibilities but may not assume new responsibilities pertinent to the previous higher level. Students are not to be penalized by the re-evaluation of faculty members. For example, once a graduate committee has been established for a student, it will not be necessary to alter it because of a change in status for one of the faculty members on the committee.

7. Appeals for Graduate Faculty Membership

7.1. An appeal may be submitted within ten (10) business days of receipt of the graduate faculty decision by:

7.1.1. An applicant for graduate faculty membership appealing a decision not to grant graduate faculty status or the level of graduate faculty membership granted.

7.1.2. A member of the Graduate Faculty appealing a decision to remove or change their level of graduate faculty status.

7.2. Faculty may appeal a decision related to their graduate faculty status only under the following conditions:

- 7.2.1. The level of status granted was in error due to a mistake in paperwork or data entry.
- 7.2.2. The application of standards was different from those within this policy and approved by the Graduate Council.
- 7.2.3. The application of standards was in conflict with another established and approved Marshall University policy.

7.3. The appeals process is as follows:

- 7.3.1. If the decision being appealed was initially made by the dean of the faculty member's college or school, the faculty member should attempt to resolve the matter informally with the dean.
 - 7.3.1.1. If the appeal to the dean cannot be resolved informally, the faculty member may appeal in writing to the chair of the Graduate Council.
 - 7.3.1.1.1. The Chair of the Graduate Council shall refer the matter to the subcommittee of the Graduate Council that oversees the routine audits outlined in Section 3.
 - 7.3.1.1.2. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action.
 - 7.3.1.1.3. The decision of the Graduate Council will be final.
- 7.3.2. If the decision being appealed was initially made by the Graduate Council, the faculty member may appeal the decision to the Graduate Council.
 - 7.3.2.1. The appeal must be initiated by the faculty member, in writing, within one month of the decision being appealed.
 - 7.3.2.2. The Chair of the Graduate Council shall refer the matter to the subcommittee of the Graduate Council that oversees the routine audits outlined in Section 3.
 - 7.3.2.3. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action.
 - 7.3.2.4. If the faculty member is not satisfied with the action of the Graduate Council, they may appeal to the CAO.
 - 7.3.2.5. The decision of the CAO will be final.