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Proposal to modify the Graduate Faculty Criteria

BACKGROUND

The main reasons for proposing modifications of the Graduate Faculty Criteria are to make scholarship stronger at the graduate level and to ensure compliance with Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) and other accrediting bodies.

In December 2007, during the university's last reaffirmation by SACS, the Commission on Colleges awarded ECU membership at Level V. At this level ECU is authorized to offer Doctoral degrees starting with the Doctor of Education (Ed.D.) degree program in Educational Leadership and Policy Studies. This award is a large milestone in the history of the institution and must be reflected in all the standards established for graduate education at ECU.

The criteria presented below reflect the philosophy that graduate education can flourish only in a climate in which quality teaching and faculty scholarship are expected and encouraged. To sustain a graduate culture requires a genuine commitment to scholarship in all of its forms as well as to effective teaching and advising.

The academic integrity of graduate programs rests primarily with the Graduate Faculty. The main responsibilities of the members of the Graduate Faculty are to (1) teach graduate students effectively, (2) foster independent learning, (3) enable students to contribute to a profession or field of study, (4) conduct scholarly and creative work of high quality, (5) maintain proficiency in their discipline, and (6) ensure graduate programs in their discipline are relevant and of high quality. The criteria and procedures for assessing the graduate faculty are needed to ensure high quality teaching, scholarship, and programs at the graduate level.

OVERVIEW OF CRITERIA

The standards outlined in this document are the minimum requirements. Faculty are encouraged to exceed these standards individually and collectively. Departments and colleges may establish criteria that exceed these standards.

In establishing these criteria ECU intends to

- ◆ demonstrate to external accreditation bodies that it regards high quality teaching and scholarship important and necessary to graduate education and, through the criteria, has a systematic approach to monitor quality of teaching and scholarly productivity; and
- ◆ provide support for faculty to meet the criteria, for the enhancement of graduate programs, and for fostering a graduate culture.

In order to clarify the role of the faculty in graduate education, we need to list the responsibilities, the associate minimum qualifications for each type of responsibility, and the methods for verification/assessment of the qualifications. The responsibilities can be divided into two categories:

Teaching Graduate Courses: In order for a faculty member (Adjunct, visiting, Tenure-track or Tenured) to teach graduate courses, his/her teaching credentials must be approved by the Provost's office according to the University Faculty Qualification Policy (4.6.1). Designated persons in the Provost's office have been working on establishing needed policies to ensure ECU's continuous compliance with SACS teaching criteria. Provost or his/her designee will also be responsible for monitoring the observance of the policy. Associate Vice President for Graduate Studies and Research

and Associate Dean of Graduate Studies and Research through Provost Council and Deans' Council will be reviewing and approving the policy and any changes made to it in the future. Therefore, the Graduate Council does not have to verify/monitor, through the Graduate Faculty approval process, the teaching credentials of a faculty whose responsibility for a graduate program is only teaching graduate courses.

Note: at least **75%** of faculty teaching in a graduate program must have graduate faculty status

Verification: through program review and graduate faculty nominations (the forms should ask for the number of faculty teaching graduate courses and the number with graduate faculty status)

Scholarship/Service: Other faculty responsibilities related to graduate education are coordinating graduate programs, advising graduate students, and directing dissertations and theses (serving on and/or chairing Examinations, Thesis, and Dissertation Committees for students pursuing masters, specialist and doctoral degrees). Therefore, a record of published scholarship is required to demonstrate the faculty's ability to ensure the relevancy and high quality of graduate programs, to guide students to contribute to the profession or field of study, and to direct a thesis or dissertation. Verification and monitoring of the qualifications of this group of faculty will be done through granting Graduate Faculty Status.

Committees: All committees related to graduate programs; especially comprehensive exams, thesis, and dissertation committees must have at least **60%** graduate faculty membership. The committees must have at least 2/3 tenured/tenure-track graduate faculty members. Comprehensive exams and thesis committees must be chaired by Associate or Full Graduate faculty; dissertation committees must be chaired by Full Graduate faculty. In the cases where a committee has co-chairs, one of the co-chairs must have Associate (Examinations and Thesis) or Full (Dissertation) Graduate faculty status.

Verifications: The committee makeup/membership for each graduate student has to be approved by graduate school.

There are three sets of criteria for awarding graduate faculty status. The standards used in applying these criteria vary according to the applicant's desired status and are outlined below:

1. Earned degree;
2. Graduate teaching effectiveness and fulfillment of professional responsibilities;
3. Scholarly and professional productivity.

Currently there are three levels of graduate faculty statuses. The first level, referred to as Graduate Instruction Status, is for faculty who are not tenure-track but who have teaching or research expertise that is needed by the department. This status is also used for tenure-track/tenured faculty who do not meet all the qualifications required for the other levels. All the faculty at this level have **only** teaching responsibilities. Therefore, under the new criteria this level can be eliminated.

The second level, referred to as Associate Graduate Faculty Status, is used for faculty who only teach graduate courses and serve on the Graduate Advisory or Graduate Examination Committees, but do **not** serve as chair of the committees. There are minimal scholarly requirements at this level. Also, there is no time limit for this status. The new criteria for this level slightly increase the level of scholarly expectations, ensure quality teaching, allow the graduate faculty to chair Graduate Advisory

or Graduate Examination Committees, and require the renewal of the status every five years to ensure the continuous eligibility of the faculty.

The third level, referred to as Full Graduate Faculty Status, is used for faculty who teach graduate courses and serve on (and chair) the Graduate Advisory or Graduate Examination Committees. Since all of the responsibilities and privileges associated with this level have been given to the faculty in the second level through the changes in the criteria, this level is changed to be awarded to the graduate faculty with substantial and documented evidence of excellence in scholarly and creative activities on a current and sustained basis. In other words, the faculty at this level have accomplished above and beyond all expectations in teaching, scholarship and service at the graduate education level. While the current criteria require reapplication every five years, the new criteria provide for lifetime status once this level has been achieved.

Clinical/Practitioner Graduate Faculty: A faculty member teaching graduate or post-baccalaureate clinical, practicum, or internship courses who holds at least a master's degree in the teaching discipline and has certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the course content may apply for Clinical/Practitioner Graduate Faculty status. Clinical/Practitioner Graduate Faculty will be teaching specified graduate courses and may have limited responsibilities and privileges related to the graduate education at ECU.

Adjunct Graduate Faculty: A faculty member from an outside Institution may apply for Adjunct Graduate Faculty if he/she has all the qualifications required for at least Associate Graduate Faculty status. Adjunct Graduate faculty May teach graduate courses; serve on Comprehensive/Qualifying Examinations, Thesis, and Dissertation Committees for students pursuing masters, specialist and doctoral degrees. They may also serve as co-chairs of the mentioned committees with another faculty who has Associate (Examinations and Thesis) or Full (Dissertation) Graduate Faculty status. In order for Adjunct faculty to serve as Dissertation committee co-chair, he/she must meet the scholarship qualifications required for full graduate faculty status. Adjunct Graduate Faculty status will be approved for teaching specific courses and/or serving/co-chairing specific committees. Duration of this status depends on the duties for which the faculty member's status has been approved.

CHANGING THE CULTURE

From selection and credentialing only to an ideal of professional development of Graduate Faculty members

Faculty (particularly, but not exclusively new faculty) often need guidance in directing dissertations and theses. The current assumptions are the faculty know how to do the advising/directing or will pick up along the way. The Graduate School/Council/Dean should lead in professional development by providing seminars, articles, mentoring, etc. to strengthen the quality of scholarship and advising for dissertations and theses. This can supplement the credentials check and move us toward a culture of professional development across the board for graduate faculty.

INCREASING THE LEVEL OF SCHOLARSHIP

The scholarly productivity of faculty at each level of graduate faculty status must be increased and the criteria for graduate faculty status must be revised and updated in five years.

CLINICAL/PRACTITIONER GRADUATE FACULTY STATUS

	Current Criteria	Proposed Criteria	Justification
1. Educational Background and Tenure Status	N/A	<ol style="list-style-type: none"> 1. Tenure/Tenure-Track/Clinical/Visiting, or Part-time 2. At least a master's degree in the teaching discipline and must have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the course content 	Professional degree areas such as Nursing must have their clinical/practicum/internship courses taught by clinicians/practitioners in the field.
2. Experience and Leadership	N/A	<ol style="list-style-type: none"> 1. Two to five years (depending on discipline specific accreditation requirements) practice experience in the teaching area at the advanced level. 2. Leadership role in practice or in the profession. 	These faculty members' strength is their extensive experience in the field
3. Evidence of successful undergraduate and/or graduate experience within the past five years	N/A	<ol style="list-style-type: none"> 1. List of undergraduate and/or graduate courses taught during the last five years 2. List of comprehensive examination or thesis committees on which the applicant has served. 3. The nomination form must be accompanied by the faculty's teaching evaluations or a letter from the department chair giving evidence of excellent teaching. 	This criterion ensures excellent teaching at the graduate level.
4. Duration of the status	N/A	Must be renewed every five years.	This criterion ensures the continuous eligibility of the faculty for this status.
5. Privileges and responsibilities	N/A	May teach graduate courses and serve as a member of the Comprehensive Examination or thesis committees as related to the area of clinical licensure/certification expertise.	With their extensive field experience, these faculty members' will be able to serve the program and students well by serving on these committees.

ASSOCIATE GRADUATE FACULTY STATUS

	Current Criteria	Proposed Criteria	Justification
1. Educational Background and Tenure Status	Have earned the highest degree normally given in the field	1. Have a full-time tenure/tenure-track appointment; 2. Have earned the highest degree normally awarded in the field.	Non tenure-track faculty who have all the required qualifications could apply for Adjunct Graduate Faculty Status.
2. Scholarly Activity	Must fulfill at least <u>TWO</u> categories listed below: <i>a. Publication,</i> <i>b. Participation in professional meetings,</i> <i>c. Leadership,</i> <i>d. Advanced training (classes, workshops),</i> <i>e. Professional activities beyond classroom instruction,</i> <i>f. Appropriate related experiences in the field.</i>	Provide evidence of at least <u>TWO</u> scholarly activities conducted within the past five years from sections 1 or 2 listed below. At least one activity must be from Section 1. <u>Section 1:</u> <ul style="list-style-type: none"> ◆ <i>Refereed article in a regional or national professional journal (state journal with regional or national submissions/readership may be included)</i> ◆ <i>A regional or national juried performance or exhibit (performance videotape, exhibit catalogue, etc.)</i> ◆ <i>Substantial contribution to professional literature (e.g., chapter of a book with a recognized academic publisher)</i> ◆ <i>Presentation at a national or regional professional meeting related to your discipline</i> ◆ <i>Awarded or approved grant proposal from competitive external agencies</i> <u>Section 2:</u> <ul style="list-style-type: none"> ◆ <i>Leadership in professional associations</i> ◆ <i>Professional activities beyond classroom instruction</i> ◆ <i>Appropriate related experiences in the field.</i> ◆ <i>Grant proposal submitted to competitive external agencies.</i> 	A graduate faculty who is a member of or chairs comprehensive/qualifying examination or thesis/dissertation committees, must be actively involved in scholarship in their field.
3. Evidence of successful undergraduate and/or graduate	No evidence required	4. List of undergraduate and/or graduate courses taught during the last five years 5. List of comprehensive/qualifying examinations or thesis/dissertation committees (been a member	This criterion ensures excellent teaching at the graduate level.

<p>experience within the past five years</p>		<p>of and/or chaired), if applicable. 6. The nomination form must be accompanied by a summary of the faculty's teaching evaluations or a letter from the department chair giving evidence of excellent teaching.</p>	
<p>4. Duration of the status</p>	<p>No limit (Renewal of the status is not required)</p>	<p>Must be renewed every five years.</p>	<p>This criterion ensures the continuous eligibility of the faculty for this status.</p>
<p>5. Privileges and responsibilities</p>	<p>May serve on Graduate Advisory or Graduate Examination Committees, but not chair the committees</p>	<p>May teach graduate courses; serve on the Graduate Council; serve on comprehensive/qualifying Examinations, Thesis, and Dissertation Committees for students pursuing masters, specialist and doctoral degrees.</p> <p>In order to chair comprehensive/qualifying Examinations or Thesis Committees, the applicant must either (a) have previous experience on such committees or (b) be mentored by a member of the graduate faculty who has successfully chaired thesis or dissertation committees in the past.</p> <p>May co-chair dissertation committees with another faculty who has Full Graduate Faculty status.</p>	<p>The continuous renewal of this status ensures that the faculty will keep active with their scholarly activities, which should qualify them as chairs of comprehensive/qualifying Examinations, Thesis, and Dissertation Committees.</p>

FULL GRADUATE FACULTY STATUS

	Current Criteria	Proposed Criteria	Justification
<p>1. Educational Background and Tenure Status</p>	<p>1. Have earned the highest degree normally given in the field</p> <p>2. A teaching record of at least one graduate level course every two years, and</p> <p>3. Service as a member of a comprehensive examination on thesis committee during the past five years.</p>	<p>1. Have a full-time tenure/tenure-track appointment;</p> <p>2. Have earned the highest degree normally awarded in the field.</p> <p>3. A minimum of five years of graduate faculty experience at an accredited institution, and</p> <p>4. Have a teaching record of at least one graduate level course or chaired a comprehensive/qualifying examination or thesis/dissertation committee during the past two years.</p>	<p>This status is for the faculty with outstanding teaching, scholarship and service portfolios.</p>
<p>2. Scholarly Activity</p>	<p>Section 1: Type of scholarly activity:</p> <ul style="list-style-type: none"> ◆ <i>refereed article in a professional journal, subject to peer review prior to publication</i> ◆ <i>paper presented to a peer-reviewed (not civic) meeting</i> ◆ <i>editor of a refereed or scholarly journal</i> ◆ <i>a juried performance or exhibit (performance videotape, exhibit catalogue, etc.)</i> ◆ <i>substantial contribution to professional literature (e.g., chapter of a book)</i> <p>Section 2: The nominee must fulfill at least TWO categories from the list below:</p> <ul style="list-style-type: none"> ◆ <i>Participation in professional meetings</i> ◆ <i>Leadership</i> ◆ <i>Advanced training (classes, workshops).</i> 	<p>Provide evidence of at least THREE scholarly activities conducted within the past five years from sections 1 or 2 listed below. At least two activities must be from Section 1.</p> <p>Section 1:</p> <ul style="list-style-type: none"> ◆ <i>Refereed article in a regional or national professional journal</i> ◆ <i>A regional or national juried performance or exhibit</i> ◆ <i>Substantial contribution to professional literature (e.g., chapter of a book with a recognized academic publisher)</i> ◆ <i>Awarded or approved grant proposal from competitive external agencies</i> <p>Section 2:</p> <ul style="list-style-type: none"> ◆ <i>Presentation at a regional or national professional meeting related to their field</i> ◆ <i>Leadership in professional organizations</i> ◆ <i>Professional activities beyond classroom instruction</i> 	<p>To qualify for the Full Graduate Faculty Status, one must have an ongoing, outstanding, and exemplary scholarship record.</p>

	<ul style="list-style-type: none"> ◆ <i>Professional activities beyond classroom instruction</i> ◆ <i>Appropriate related experiences in the field.</i> 		
3. Evidence of successful undergraduate and/or graduate experience within the past five years	No evidence required	<ol style="list-style-type: none"> 1. List of graduate courses taught during the last five years 2. List of comprehensive/qualifying examinations and/or thesis/dissertation committees chaired 3. The nomination form should be accompanied by a summary of the faculty's teaching evaluations or a letter from the department chair giving evidence of excellent teaching. 	This criterion ensures excellent teaching at the graduate level.
4. Duration of the status	Five years. This status must be renewed every five years.	<p>Must be renewed every five years unless the faculty member has Professor Rank in which case the Full Graduate Faculty status will be permanent.</p> <p>Note: If a faculty member receives Professor Rank after he/she has attained Full Graduate Faculty status, the faculty member must apply for renewal of that status and if he/she is still eligible, the status will become permanent.</p>	Faculty reaching this status would have reached the top of their professional career.
5. Privileges and responsibilities	May serve on Graduate Advisory or Graduate Examination Committees, and chair the committees	May teach graduate courses; serve on the Graduate Council; serve on and Chair Examination, Thesis, and Dissertation Committees for students pursuing masters, specialist, and doctoral degrees.	No change

TRANSITION FROM CURRENT STATUS TO THE NEW GRADUATE FACULTY STATUS

CURRENT STATUS	MAY APPLY FOR	TIME PERIOD
Graduate Instruction	Associate, Clinical/Practitioner or Adjunct Graduate Faculty <i>(if qualified)</i>	Next renewal period
	<p>(No Graduate faculty status) new application is NOT needed, however these faculty may:</p> <ol style="list-style-type: none"> 1. Teach graduate courses with approval based on University Faculty Qualifications (policy 4.6.1) and compliance with 75% graduate faculty teaching in the program 2. Serve on the graduate committees as long as the compliance with 60% graduate faculty serving on the committees is observed 	
Associate Graduate Faculty Note: The new Associate Graduate Faculty has the same responsibilities and privileges as the current Full Graduate Faculty.	Full Graduate Faculty	As soon as qualified
	Associate or Clinical/Practitioner Graduate Faculty	As soon as meeting all qualifications for the new Associate Graduate Faculty or Clinical/Practitioner Graduate Faculty status, but no later than three (3) years
	<p>(No Graduate faculty status) new application is NOT needed, however these faculty may:</p> <ol style="list-style-type: none"> 5. Teach graduate courses with approval based on University Faculty Qualifications (policy 4.6.1) and compliance with 75% graduate faculty teaching in the program 6. Serve on the graduate committees as long as the compliance with 60% graduate faculty serving on the committees is observed 	After three (3) years, if still not meeting the qualifications for the new Associate or Clinical/Practitioner Graduate Faculty, the faculty member will only be able to continue teaching and serving on committees based on the given criteria.

<p>Full Graduate Faculty</p>	<p>Full Graduate Faculty, if meeting all qualifications</p>	<p>Next renewal period</p>
	<p>Associate or Clinical/Practitioner Graduate Faculty (<i>if not meeting qualifications for the Full Graduate Faculty Status</i>)</p>	<p>Next renewal period</p>
<p>First year (tenure-track, lecturer, visiting, or part-time)</p> <p>Note: These faculty members should be qualified for graduate faculty status during their second year at ECU</p>	<p>(No Graduate faculty status) No application is needed, however these faculty may:</p> <ol style="list-style-type: none"> 1. Teach graduate courses with approval based on University Faculty Qualifications (policy 4.6.1) and compliance with 75% graduate faculty teaching in the program 2. Serve on the graduate committees as long as the compliance with 60% graduate faculty serving on the committees is observed 	

DRAFT

Graduate Faculty Criteria comparisons (Summary)

	Current	New Proposal
Levels	<ol style="list-style-type: none"> 1. Instruction 2. Associate 3. Full 	<ol style="list-style-type: none"> 1. Clinical/Practitioner 2. Adjunct 3. Associate 4. Full
Responsibilities	<ol style="list-style-type: none"> 1. Instruction: May be allowed to serve on a limited number of graduate committees subject to the approval of the Graduate Council 2. Associate: May serve on Graduate Advisory or Graduate Examination Committees, but not chair the committees 3. Full: May serve on Graduate Advisory or Graduate Examination Committees, and chair the committees 	<ol style="list-style-type: none"> 1. Clinical/Practitioner: May teach graduate courses and serve as a member of the Comprehensive Examination or thesis committees as related to the area of clinical licensure/certification expertise. 2. Adjunct: Faculty from an outside institution who may have “Associate” or “Full” status responsibilities according to their credentials. 3. Associate: May teach graduate courses; serve on the Graduate Council; serve on Comprehensive/Qualifying Examinations, Thesis, and Dissertation Committees for students pursuing masters, specialist and doctoral degrees. In order to chair Examinations or Thesis Committees, the applicant must either (a) have previous experience on such committees or (b) be mentored by a member of the graduate faculty who has successfully chaired thesis or dissertation committees in the past. May co-chair dissertation committees with another faculty who has Full Graduate Faculty status. 4. Full: May teach graduate courses; serve on the Graduate Council; serve on and Chair Comprehensive/Qualifying Examination, Thesis, and Dissertation Committees for students pursuing masters, specialist, and doctoral degrees.
Duration of the status	<ol style="list-style-type: none"> 1. Instruction: One semester, additional semesters could be requested on the same form 2. Associate: No limit (Renewal of the status is not required) 3. Full: Five years. This status must be renewed every five years 	<ol style="list-style-type: none"> 1. Clinical/Practitioner: Must be renewed every five years. 2. Associate: Must be renewed every five years. 3. Full: Must be renewed every five years unless the faculty member has Professor Rank in which case the Full Graduate Faculty status will be permanent.