



## Application for Graduate Faculty Status

Applicant's Name: \_\_\_\_\_ Renewal

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Institution/Date: \_\_\_\_\_

### Internal Applicants:

Shepherd ID: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_ Status: \_\_\_\_\_

### External Applicants:

Institutional/Company Affiliation Name: \_\_\_\_\_

Address: \_\_\_\_\_

I have taught fully online courses.

I have completed the required Shepherd University Title IX training.

I understand I must complete this training by the end of first semester teaching.

### I. Department Chairperson – Summary and Appraisal Recommendation

Signature \_\_\_\_\_ Date \_\_\_\_\_

### II. College Dean – Summary and Appraisal Recommendation

Signature \_\_\_\_\_ Date \_\_\_\_\_

### III. Graduate Dean – Summary and Appraisal Recommendation

Signature \_\_\_\_\_ Date \_\_\_\_\_

IV. Provost Signature \_\_\_\_\_ Date \_\_\_\_\_

## Explanation of Scholarship Qualifications

To remain current and adept in the discipline, graduate faculty must demonstrate evidence of currency (defined as within the last 5 years), in the area of scholarship and creative activities. While criteria for promotion and tenure for full-time tenure-track faculty are outlined in the faculty handbook (<http://www.shepherd.edu/employees/senate/documents/handbook.pdf>), the expanded definition of scholarship as outlined by Boyer in the 1997 text ***Profile of a Quality Faculty Member*** covers outcomes in four basic areas: discovery, integration, application, and teaching. This flexible framework allows for all forms of scholarship to be recognized, evaluated and rewarded for graduate and affiliate graduate faculty. This flexibility allows for a more personal approach to each faculty member's individualized professional development.

In addition to the traditional research in the area of *discovery*, there is the possibility to make connections across disciplines with *integration*, societal and professional connections in *application*, and finally *teaching* as being at the heart of scholarship.

**Table 1: Boyer Model of Scholarship**

Type of Scholarship	Purpose	Performance outcomes
<b>DISCOVERY</b>	Build new knowledge through traditional research.	<ul style="list-style-type: none"> <li>•Publishing in peer-reviewed forums.</li> <li>•Producing and/or performing creative work within established field.</li> <li>•Creating infrastructure for future studies.</li> </ul>
<b>INTEGRATION</b>	Interpret the use of knowledge across disciplines.	<ul style="list-style-type: none"> <li>•Preparing a comprehensive literature review.</li> <li>•Writing a textbook for use in multiple disciplines.</li> <li>•Collaborating with colleagues to design and deliver a core course.</li> </ul>
<b>APPLICATION</b>	Aid society and professions in addressing problems.	<ul style="list-style-type: none"> <li>•Serving industry or government as an external consultant.</li> <li>•Assuming leadership roles in professional organizations.</li> <li>•Advising student leaders, thereby fostering their professional growth.</li> </ul>
<b>TEACHING</b>	Study teaching models and practices to achieve optimal learning.	<ul style="list-style-type: none"> <li>•Advancing learning theory through classroom research.</li> <li>•Developing and testing instructional materials Mentoring graduate students.</li> <li>•Designing and implementing a program level assessment system.</li> </ul>

## Graduate Faculty Status and Qualifications

Graduate faculty play an essential role in graduate education. They are responsible for program content, serve on graduate student committees, and, they assure the quality of preparation of Shepherd University's graduates. Service as a graduate faculty member, member of the graduate council or other graduate faculty committee should be recognized in the faculty member's annual report, as well as any applications for pre-tenure, tenure, and promotion.

Colleges and graduate program coordinators should develop an appropriate time line for recommending graduate faculty. Faculty applications are reviewed by the department chair for recommendation, and upon approval are submitted to the school dean, dean of graduate studies and finally approval by the Provost.

## Graduate Faculty Qualifications

- A. Hold a terminal or earned doctoral degree.
- B. Hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.
- C. Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for Scholarship and/or demonstrated competencies and achievements of related work or professional experience. This information is found in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, graduate faculty status. *These initial criteria and any subsequent amendments or changes are subject to approval of the Graduate Council.*
  - Duties & privileges: Propose, design and teach graduate-level courses, including thesis research, scholarly research projects, as well as supervision of other graduate projects and internships.
  - Serve on or chair thesis committees and comprehensive examination committees.
  - May serve on the Graduate Council, and may vote in elections pertaining to Graduate Council and graduate education.

(Graduate faculty may participate in any or all of these privileges.)

- D. Review & Continuance: Membership as a graduate faculty member is to be reviewed for renewal every **5** years for tenured faculty and **3** years for non-tenured, tenure-track faculty. The result of this review may be: Continued status as graduate faculty or revocation of graduate faculty status.
- E. Appeal Process: In the case of removal from the Graduate Faculty list a faculty member may appeal the decision in the following manner:
  - Submit their explanation in writing no later than 10 business days after receiving the decision from the Dean of Graduate Studies to both that Dean and the Provost.
  - A final decision will be made by the Dean of Graduate Studies and the

- Provost.
- All decisions are final.

### **Affiliate Graduate Faculty Qualifications**

Colleges and Graduate Program Coordinators should develop an appropriate timeline for recommending affiliate graduate faculty. Faculty applications are reviewed by the Department Chair for recommendation, and upon approval are submitted to the College Dean, Dean of Graduate and Professional Studies and finally approval by the Provost.

- A. Hold a Masters, terminal, or earned doctoral degree. These individuals may include those who hold the necessary degree qualifications:
  - Faculty or staff holding non tenure-track appointments.
  - Emeritus faculty members may remain as affiliate graduate faculty, subject to review.
  - Off-campus professionals willing to participate in graduate education may be affiliate graduate faculty, but may not chair student committees (exceptions require approval of the Graduate Program Coordinator and Graduate Dean).
- B. Do not hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.
- C. Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for scholarship and/or demonstrated competencies and achievements of related work or professional experience. This information is found in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, affiliate graduate faculty status. These initial criteria and any subsequent amendments or changes are subject to approval of the Graduate Council.
- D. Duties & privileges: (Affiliate graduate faculty may participate in any or all of these privileges.)
  - May teach graduate-level courses, excluding thesis and project research.
  - May, in consultation with the appropriate Graduate Program Coordinator and Graduate Dean, participate in curricular proposals.
  - May serve on, but not chair thesis or project committees and comprehensive examination committees.
  - May serve on programmatic faculty groups and
- E. Review & Continuance: Membership as an affiliate graduate faculty member is to be reviewed for renewal every 5 years. The result of this review may be: continued

status as Affiliate Graduate faculty or revocation of Affiliate Graduate Faculty status. Affiliate graduate faculty does not guarantee teaching responsibilities for any particular semester, nor does it guarantee an invitation for renewal of status.

- F. Appeal Process: In the case of removal from the Affiliate Graduate Faculty list, a faculty member may appeal the decision in the following manner:
- Submit their explanation in writing no later than 10 business days after receiving the decision from the Dean of Graduate Studies and Continuing Education to both that Dean and the Provost.
  - A final decision will be made by the Dean of Graduate Studies and Continuing Education and the Provost.
  - All decisions are final.
- G. Degree Candidates: Normally, no candidate for a degree at Shepherd University may be a member of the graduate faculty. Individuals seeking exceptions to this policy must submit a graduate faculty application and petition to the Graduate Dean.

Exceptions: The College Dean of applicant will justify qualifications for related field and post- doctorate experience for each teaching assignment through supporting documentation of related field experience specifically related to the course(s) the faculty member will teach, as well as supporting documentation of high-level professional or noncredit academic experience.

### **Promotion & Tenure for Graduate Faculty**

A candidate for pre-tenure review, promotion or tenure will submit an application by the established deadline to the department chair, who will forward it to College P&T committee. If the candidate holds graduate faculty status, the department will notify the Graduate Dean of the application, giving him or her an opportunity to provide any information that he or she may have bearing upon tenure.

### **Graduate Faculty Workload**

- Graduate courses, wherever possible, should be taught in load as part of the full-time faculty member's teaching load for the fall or spring semesters. Department Chairs and Program Coordinators should be using full-time faculty expertise to best serve the graduate programs within departments. Consider which courses will be more difficult to staff with adjuncts.
- Exceptions or justifications for graduate courses taught as an overload may be granted under the following circumstances:
  - The overload is an independent study or low-enrolled course. For the graduate program, this is defined as a course with less than 5 students.
  - The course is part of the core curriculum for a graduate program and will ensure students' progression towards degree completion in a timely manner.
  - The course is an internship, study-abroad or other course where the role

of the faculty member is administrative.

- In determining the workload for the semester, the faculty member should work with the Department Chair to determine reassigned time for curricular development, assessment models, and research initiatives. Upon approval by the Graduate Dean, a recommendation for reassigned time will be forwarded to the Provost for approval.
- Graduate faculty members may supervise up to 6 theses or doctoral projects in a semester. The Graduate Dean and Provost must approve exceptions to this policy.