

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 16/14

Revision of Graduate Faculty Appointment Policy

Name of Council(s)/Committee(s):

Graduate Studies Council

Approval Date:

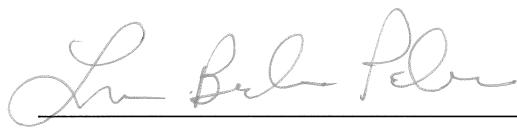
September 28, 2017

Implementation Date:

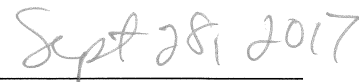
Upon Administrative Approval

RECOMMENDATION:

To revise the Graduate Faculty Appointment policy in the WMU Graduate Catalog to remove redundant language, increase clarity of criteria, and add a procedure for removal of graduate faculty status.



Louann Bierlein Palmer, Chair, Graduate Studies Council



September 28, 2017

Approve
Comments:

Disapprove

Other Action

Suzan F. Ayers, WMU Faculty Senate President

Date

Approve
Comments:

Disapprove

Other Action

Susan Stapleton, Interim Provost and Vice President for Academic Affairs

Date

Approve
Comments:

Disapprove

Other Action

Edward B. Montgomery, WMU President

Date

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Revision of Graduate Faculty Appointment Policy

RATIONALE

The Graduate Faculty Appointment policy had not been reviewed for many years. In light of upcoming changes to the HLC practices in determining faculty credentials, the Faculty Senate Executive Board charged the Graduate Studies Council to review the current policy. They found that the policy contains clumsy language and vague criteria. In addition, there was no procedure for removal of graduate faculty for due cause. With input from the Graduate College, which is the body that performs the formal review of graduate faculty nomination forms, the Council proposes to introduce clarifying language. Thus, the Council reviewed the policy and suggested changes to the text of the policy.

RECOMMENDATION

The Graduate Studies Council, with assistance from the Graduate College, recommends the following changes to the Graduate Faculty Appointment policy.

CURRENT POLICY (additions in bold and deletions with strikethrough)

Graduate Faculty Appointments

The Graduate Faculty is responsible for graduate education at Western Michigan University.

Membership in the Graduate Faculty may be as full members or associate members. Full members are able to provide all functions relating to graduate education. Associate members may provide specific functions according to the sub category in which they are appointed. All faculty members who hold Board appointments are eligible to be members of the Graduate Faculty. Other individuals who are needed to perform specific functions of the Graduate Faculty may be approved as associate members of the Graduate Faculty. The Graduate College shall periodically publish a complete list of current graduate Faculty appointments.

Functions of the Graduate Faculty

~~The following are functions reserved for members of the Graduate Faculty:~~

Individuals with full membership in the Graduate Faculty are able to perform all of the following functions:

1. teach graduate level courses;
2. advise students in graduate degree and certificate programs;
3. serve on graduate thesis, project, dissertation, and examination committees;
4. direct graduate theses, projects, and dissertations; and
5. serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.

Individuals with associate membership in the Graduate Faculty may assume functions as designated below:

- a. **Board-appointed faculty**
 - 1) **teach graduate level courses;**
 - 2) **advise students in graduate degree and certificate programs;**
 - 3) **serve on graduate thesis, project, dissertation, or examination committees; and**
 - 4) **serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.**

- b. **Non-board appointed faculty**
 - 1) **teach graduate level courses, as approved on a course by course basis by the department, for those courses in which they have expertise as evidenced by educational preparation or experience;**
 - 2) **advise students in graduate degree and certificate programs when specifically authorized by the department; and**
 - 3) **serve on graduate thesis, project, dissertation, or examination committees.**
- c. **Individuals not employed by Western Michigan University**
 - 1) **serve on graduate thesis, project, dissertation, or examination committees as appropriate.**

Associate Graduate Faculty members may serve the following functions:

- 1. Teach specified graduate level courses.
- 2. Serve on (but not chair) graduate thesis, project, dissertation, and examination committees.

Criteria for Appointment

The Graduate Faculty is responsible for graduate education at Western Michigan University. Membership in the Graduate Faculty may be as full members or associate members. Full members are able to provide all functions relating to graduate education. Associate members may provide specific functions according to the sub-category in which they are appointed.

~~1. Functions of the Graduate Faculty~~

~~Individuals with full membership in the Graduate Faculty are able to perform all of the following functions:~~

- ~~a. teach graduate level courses;~~
- ~~b. advise students in graduate degree and certificate programs;~~
- ~~e. serve on graduate thesis, project, dissertation, or examination committees;~~
- ~~d. direct graduate thesis, project, and dissertation committees; and~~
- ~~e. serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.~~

~~Individuals with associate membership in the Graduate Faculty may assume functions as designated below:~~

- ~~e. Board appointed faculty~~
 - ~~1) teach graduate level courses;~~
 - ~~2) advise students in graduate degree and certificate programs~~
 - ~~3) serve on graduate thesis, project, dissertation, or examination committees; and~~
 - ~~4) serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.~~
- ~~d. Non-board appointed faculty~~
 - ~~1) teach graduate level courses, as approved on a course by course basis by the department, for those courses in which they have expertise as evidenced by educational preparation or experience;~~
 - ~~2) advise students in graduate degree and certificate programs when specifically authorized by the the department; and~~
 - ~~3) serve on graduate thesis, project, dissertation, or examination committees.~~
- ~~d. Individuals not employed by Western Michigan University~~
 - ~~1) serve on graduate thesis, project, dissertation, or examination committees as appropriate.~~

2. 1. Criteria for appointment to full membership

- a. General criteria
 - 1) Appointment to the faculty by the Board of Trustees of Western Michigan University.
 - 2) Earned doctorate or other earned terminal degree as identified in departmental criteria.
 - 3) Current involvement in appropriate research and/or artistic or professional endeavors as **evidenced by criteria established by the department tenure and promotion policy.**

Unless otherwise specified in departmental criteria, determination for appointment is to be based upon the following evidence within the previous five years:

- a) One book **published by a reputable press, evidenced by peer review, reputation, or editorial board**; OR
 - b) two publications in peer reviewed journals, national monographs, or chapters in a book; OR
 - c) three presentations at a regional, national, or international **professionally relevant venues**; OR
 - d) five performances, ~~or~~ exhibits, **or other activities as defined in the department policy statement**; OR
 - e) some appropriate number and/or amount of external grants and contracts, as determined by departmental criteria; OR
 - f) a combination of the above criteria.
- 4) **Active and productive participation in graduate education. This includes a demonstrated commitment to the professional development of graduate students, successful involvement in the guidance of scholarly activities by graduate students, and significant, effective teaching at the graduate level. This does not apply to faculty who have recently completed their terminal degrees.**
- 5) Appropriate teaching and/or professional experience as determined by departmental criteria.
- b. Department criteria
- 1) Each department/unit shall specify the terminal degree required in its discipline(s). If departmental criteria have not been specified, the terminal degree shall be the doctorate.
 - 2) A department/unit may specify additional criteria **as defined in their department policy statement**. ~~Department criteria shall be approved by the dean of the college, the dean of the Graduate College, and the Graduate Studies Council.~~

3-2. Criteria for appointment to associate membership

- c. General criteria
- 1) Board-appointed faculty
 - a) terminal degree in one's discipline, as determined by departmental criteria; and/or
 - b) appropriate teaching and/or professional experience as determined by departmental criteria.
 - 2) Non-board appointed faculty
 - a) terminal degree in one's discipline, OR
 - b) expertise in one's discipline by virtue of education or experience as specified by the department.
 - 3) Individuals not employed by Western Michigan University
 - a) expertise in one's discipline by virtue of education or experience as specified by the department.
- b. Department criteria
- 1) **Each department/unit shall specify the terminal degree required in its discipline(s). If departmental criteria have not been specified, the terminal degree shall be the doctorate.**
 - 2) **A department/unit may specify additional criteria as defined in their department policy statement.**

4-3. Term of appointment of full members

The usual period of an appointment to full membership in the Graduate Faculty shall be from 1 July of a given year to 30 June five years later. Faculty members holding a temporary board appointment with a term of at least two years duration shall not be given an appointment to membership on the Graduate Faculty for a period of time in excess of their term of appointment to the University. Appointments with effective dates other than 1 July shall be for a period of time not exceeding five and one-half years and shall expire on 30 June of the appropriate year.

5. 4. Term of appointment for associate members

The usual period of an appointment to associate membership in the Graduate Faculty shall be from 1 July of a given year to 30 June three years later. Appointments with effective dates other than 1 July shall be for a period of time not exceeding three and one-half years and shall expire on 30 June of the appropriate year. Approval for associate members not employed by Western Michigan University shall be only for the period of time required to complete their service on the thesis, project, or dissertation committee.

6. 5. Procedures for appointment of members

- d. Each department/unit offering graduate work shall nominate for membership in the Graduate Faculty those eligible faculty members who meet the established departmental criteria. Departments/units may nominate faculty members from outside their own departments/units.
- b. Departmental nomination shall be made on the Graduate Faculty Nomination Form **and shall be endorsed by the department chairperson**. Nominations shall be reviewed by the dean of the college and shall be forwarded with recommendation to the dean of the Graduate College for action.
- c. Individuals who hold appointment in one department may serve on graduate thesis, project, dissertation, or examination committees in other departments when appropriate and when requested by those departments.
- d. Appeals concerning procedures for appointment can be made to the dean of the Graduate College.

7. 6. Reappointment and termination of appointment

- a. Each appointment of a member of the Graduate Faculty shall be reviewed by the department/unit during the fall semester preceding its expiration date. Reappointment shall follow the same procedures as for appointment, including submission of an updated curriculum vitae. ~~The Graduate College may terminate graduate faculty status upon request from the approved departmental committee.~~
- b. The termination of an appointment of an individual to the faculty of WMU shall automatically terminate the individual's appointment as a member of the Graduate Faculty.
- c. In case of termination of the individual's appointment to the Graduate Faculty **or retirement from the faculty of WMU**, the individual may complete duties assigned during the period of the individual's appointment as a member of the Graduate Faculty.

7. Removal of Graduate Faculty Status

Faculty with full or associate graduate faculty status may have their status removed with due cause before their term of appointment ends. A review must be initiated by the faculty members' department chairperson and academic college dean, or by their academic college dean. Faculty members will be notified that a review has begun by the Graduate Faculty Status Review Committee, and will be asked to respond to the inquiry. If initiated by an academic college dean, then the faculty member's department chairperson is to be notified before the faculty member is notified.

The Graduate Faculty Status Review Committee will consist of the Graduate College Dean, the Graduate College Associate Dean, and the Chair of the Graduate Studies Council. Faculty members will have the opportunity to address the conduct issues with this Graduate Faculty Status Review Committee in person and in writing, prior to any decisions on such faculty members' graduate faculty status.

Following the inquiry/review, faculty members may have their graduate faculty status revoked completely or in the case of "Full" status, changed to "Associate" status. Additionally, faculty members' graduate faculty status may be placed on probation for a defined period of time no longer than one year, during which time faculty members may be asked to correct any issues related to conduct. Faculty members failing to meet the

expectations during their probationary period, as determined by their department chairperson, will then have their graduate faculty status revoked.

The decision to revoke, reduce and or place on probation is the decision of the Graduate Faculty Status Review Committee. Faculty members have the right to appeal the decision.

The Graduate Studies Council will serve as the appeals committee. The Graduate College Dean, Graduate College Associate Dean and Chair of the Graduate Studies Council will not serve on the appeals committee. The Vice-Chair of the Graduate Studies Council will serve as the Appeals Committee Chair with the remaining voting members of the Graduate Studies Council serving as the Appeals Committee.

The Appeals Committee will be convened when they receive a written appeal from the faculty member. The Appeals Committee can decide the following: uphold the original decision, modify the original decision, or vacate the original decision. The decision of the Appeals Committee is final.