

## **Revised Policy**

### **College of Health and Human Sciences Georgia State University Policy for Graduate Faculty Designation**

#### **BACKGROUND**

The College document for Graduate Faculty Designation follows section 306.07 of the GSU Handbook (<http://www.gsu.edu/%7Ewwwfhhb/fhb.html>).

#### **ELIGIBILITY CRITERIA FOR GRADUATE FACULTY STATUS**

A graduate faculty member must:

- Hold an appropriate terminal degree as determined by the college and academic unit,
- Have an appointment at the assistant professor level or higher,
- Demonstrate current scholarly competence, and
- Demonstrate effective graduate teaching.

Current scholarly competence for a graduate faculty member means that he/she is presently an active, productive scholar and an effective teacher at the graduate level. Activity that suggests being an active and productive scholar includes several accomplishments during the past five years from among the following:

- Scholarly books,
- Refereed articles in scholarly journals,
- Chapters in scholarly books,
- Abstracts/presentations in scholarly conference proceedings,
- Research grant applications, and
- Editorships of scholarly journals.

Examples of activity that suggest an effective teacher at the graduate level include:

- Awards for outstanding teaching, which include graduate courses,
- Instructional innovation grant submissions,
- Student evaluations indicating graduate teaching excellence,
- Graduate student accomplishments (professional organization awards, thesis topic accepted for presentation at professional conference, etc.),
- Guidance of graduate students' research projects,
- Innovations in course design or delivery,
- Publications in the area of pedagogy, and
- Other activities deemed appropriate by individual academic units.

## **DUTIES OF FULL GRADUATE FACULTY AND PROVISIONAL GRADUATE FACULTY**

Full graduate faculty can:

- Teach doctoral courses,
- Teach research oriented masters courses<sup>1</sup> (as identified by the academic unit head),
- Serve as a chair, member, or reader of doctoral dissertation committees,<sup>2</sup>
- Direct masters theses.

Provisional graduate faculty can:

- Teach doctoral courses,
- Teach research-oriented masters courses<sup>1</sup> (as identified by the academic unit head),
- Serve as a member, or reader of doctoral dissertation committees<sup>2</sup>,
- Direct masters theses.

## **PROCESS FOR GRADUATE FACULTY APPLICATION**

### **I. Application**

Faculty requesting consideration for graduate faculty status should submit their application to the chair of the Graduate Faculty Committee during the Fall or Spring semester call for graduate faculty applications. Application materials vary as follows based on the stage and/or level of graduate faculty status for which the applicant applies.

#### **A. Initial Application**

Faculty applying for graduate faculty status for the first time should provide a full application packet that includes the following materials:

1. Cover Sheet
2. Current curriculum vitae
3. Three (3) samples of scholarly work (refereed journal articles, books, book chapters, and invited papers, and grant submissions) published during the past five years. Only copies of the front material, which includes the publication source, author/s, and abstract/or introduction of the publication, should be submitted.
4. A list of graduate courses taught over the past five years (including the semester and year and the course prefix and title)
5. Course evaluations documenting teaching effectiveness in graduate courses over the past five years
6. A list of graduate committees chaired or served on over the past five years (including student name, thesis/dissertation title, and indication of position as chair or member of committee).

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<sup>1</sup> It is understood that most graduate courses at the master's level have a research orientation. It would be the exception if a course did not.

<sup>2</sup> An exception can be made in that one member of a doctoral committee who is not a member of the graduate faculty can be included as part of a doctoral dissertation committee if he/she brings special needed expertise to that committee.

Faculty who have never taught a graduate course or never served on a graduate thesis or dissertation committee will be considered for provisional graduate faculty status with the submission of items 1 through 3.

Provisional graduate faculty status will give the faculty member the opportunity to teach graduate courses and to serve on graduate committees, enhancing their future application for full graduate faculty status.

Faculty seeking full graduate faculty status at initial application should provide materials described in items 1 through 6.

### **B. Application to Full Graduate Faculty Status from Provisional Graduate Faculty Status**

An appointment to provisional graduate faculty status is for a term of up to five (5) years and is not renewable. Faculty with provisional graduate faculty status may apply for full status at any time within the five-year provisional term. Faculty with provisional graduate faculty status applying for full graduate faculty status should provide a full application packet that includes the materials described in items 1 through 6 above (e.g., coversheet, current curriculum vitae, 3 exhibits of recent scholarly work, graduate level courses taught, graduate course evaluations, and a list of membership/leadership on graduate student committees).

### **C. Application for Renewal of Full Graduate Faculty Status**

An appointment to full graduate faculty status is for a five-year term, which is renewable by re-application.

Faculty applying for renewal to full graduate faculty status should provide the coversheet and a current curriculum vitae for review. A listing of graduate courses taught, with semesters/years delineated, as well as a listing of graduate committees served on, delineating semesters/years and position (i.e., member, chair), should accompany the vitae if this information is not clearly included within the vitae.

## **II. Review, Recommendation, and Notification**

The Graduate Faculty Committee will review applicants' materials during the semester of submission. A recommendation will be provided to the Dean of the College of Health and Human Sciences no later than six (6) weeks following the submission deadline. Applicants will be provided with a copy of this recommendation to the Dean. A rationale for the committees' decision to not recommend graduate faculty status (either full or provisional) should be provided in the recommendation letter. College recommendations will be forwarded through the Dean to the Provost/Vice President for Academic Affairs for final approval of the graduate faculty appointment. The Dean of the College of Health and Human Sciences will provide notification of final appointment to the applicant.

Appendix A

**Cover Sheet for Graduate Faculty Status Application**

COLLEGE OF HEALTH AND HUMAN SCIENCES

Georgia State University

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Application Type:**   ± New Application  
                                   (select one)   ± Application for promotion to Full from Provisional Status  
   ± Application for Renewal of Full Graduate Faculty Status

**Mandatory Items to Submit**

- Checklist:**   ± Current Curriculum Vitae (Attach)  
                                   ± Scholarly Work (3 Samples published within past 5 years, cover sheets only)  
                                   ± Graduate Courses Taught (complete and attach Table 1)  
                                   ± Course Evaluations (include all from past 5 years, in chronological order)  
                                   ± List of Graduate Student Committee Service (complete and attach Table 2)

**Optional Additional Evidence as delineated by the Policy for Graduate Faculty Designation**

- Checklist:**   ± Other evidence of scholarly competence (see policy description)  
   (Please describe each)  
                                   ± Other evidence of teaching competence (see policy description)  
   (Please describe each)

**Table 1: Graduate Faculty Applicant Graduate Courses Taught in Past Five Years**

Semester/Year	Course Number and Title

**Table 2: Graduate Faculty Applicant Committee Service for Past Five Years**

Semester/Year	Student's Name	Thesis/Dissertation Title	Committee Position*

\* Delineate if served as chair or member of committee.

Approved 4/13/04