

Qualifications for Graduate Faculty Membership

Approved 5/6/16

Note: It is to be understood that all faculty previously approved must meet the most current criteria.

Membership in the Graduate Faculty shall be of three classes, Full, Associate, and Provisional

Full Graduate Faculty are faculty members employed at Columbus State University, recommended by the department chair and College Dean and approved by the Graduate Council. Full Graduate Faculty must meet the following criteria:

- hold full-time appointment at the rank of assistant professor or higher at the university;
- hold an earned doctorate/terminal degree in the teaching discipline or a related discipline; or, if the terminal degree is in an unrelated discipline, there must be a minimum of 18 semester hours of graduate coursework related to the course(s) in which the faculty member will be teaching;
- have a record of effective teaching at the university level; and
- have documented evidence of recent (within last 5 years), ongoing (across multiple years), and productive scholarly/research achievement or creative endeavors at the national or international level. Scholarly/research achievement must include at least one publication in a refereed scholarly journal and also be supported by presentations at regional, national, or international conferences. Scholarly work that has not yet been published will not be considered as evidence. Exceptions will be made when documentation is provided that a scholarly work has been accepted for publication. Examples of additional forms of scholarship include external grants, accreditation or technical reports, books, and book chapters.

Appointment to Full Graduate Faculty is a prerequisite for serving as a thesis or dissertation chair.

Appointment term: Three-year renewable term

Associate Graduate Faculty are faculty employed at Columbus State University and/or emeriti professors. Associate Graduate Faculty are recommended by the department chair and College Dean and approved by the Graduate Council. Faculty and emeriti professors must meet the following criteria:

- hold full-time appointment at the rank of assistant professor or higher, lecturer, or emeriti professor at the university;
- hold an earned doctorate/terminal degree in the teaching discipline or a related discipline; or, if the terminal degree is in an unrelated discipline, there must be a minimum of 18 semester hours of graduate coursework related to the course(s) in which the faculty member will be teaching;
- have a record of effective teaching at the university level; and

- In the absence of documented evidence of recent ongoing and productive scholarly/ research achievement or creative endeavors at the national or international level have **demonstrated exceptional competencies and achievements of related work or professional experience**. The following is a non-exhaustive list of professional engagement activities that must have occurred within the previous five years:
 - Consulting activities that are material in terms of time and substance
 - Sustained professional work supporting qualified status
 - Significant participation in professional associations
 - Relevant, active service on boards of directors
 - Documented continuing professional education experiences
 - Participation in professional events related to the discipline

Documented evidence substantiating this body of work or experience is required and should be submitted as attachments to the application. Documentation is strengthened by including evidence of awards, certifications, performance evaluations, and other indicators of high quality.

*Appointment to Associate Graduate Faculty is a prerequisite for serving on a thesis and dissertation committee. Associate Graduate Faculty may **not** serve as a dissertation chair. However, Associate Graduate Faculty may serve as a thesis chair.*

Appointment term: Up to three-year renewable term

Faculty holding emeritus status may have their terms renewed only if they continue to have ongoing scholarship or recent demonstrated competencies and related work achievements.

Provisional Graduate Faculty are qualified part-time faculty without sufficient evidence of scholarly activities. Provisional Graduate Faculty are recommended by the Department Chair and College Dean and approved by the Graduate Council. Provisional Graduate Faculty must meet the following criteria:

- hold a part-time appointment as adjunct professor at the university;
- hold an earned doctorate/terminal degree in the teaching discipline or a related discipline; or, if the terminal degree is in an unrelated discipline, there must be a minimum of 18 semester hours of graduate coursework related to the course(s) in which the faculty member will be teaching; and
- demonstrate **recent (within the last 5 years)** related work or professional experience, including diplomas, certificates, or licensure and certifications, that contribute to effective teaching and a positive impact on student learning outcomes.
- **Faculty holding provisional status may have their terms renewed only if they continue to have ongoing scholarship or recent demonstrated competencies and related work achievements.**

Exception:

In addition, this category applies to full-time faculty in their first year of university teaching at CSU who do not yet have a record of scholarship and/or effective teaching at the university

level. For **full-time** faculty qualified by exception, there is no renewal. **These** faculty will be required to meet associate or full faculty membership status.

*Provisional Graduate Faculty may **not** serve on thesis or dissertation committees unless approved by the Dean.*

Appointment term: Two-year term **for teaching faculty; three-year term for faculty approved for supervision only.**

One-year non-renewable terms may be approved for handling extenuating circumstances.

Justification for Exceptions to the Associate and Provisional Categories

Current:

The department chair seeking an exception will provide justification for the exception and ensure that the appropriate documentation is submitted. Justification of qualifications should be made for each teaching assignment and include:

- Approved related field
 - Supportive documentation; e.g., performance evaluations and letters of support; professional recognition; creative arts performances; facilitating professional workshops; presenting at conferences; and authoring or co-authoring publications; etc.
 - Provisional faculty member's academic credentials and prior teaching experience matching the specific graduate course competencies
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Other Justifications

For other questions related to graduate faculty credentials for SACS, please contact Dr. Tina Butcher, CSU SACSCOC liaison in the Office of Academic Affairs.

Note: Following approval by the COEHP Graduate Council and the Dean of the College of Education and Health Professions in Fall 2011, the document was reviewed in Spring 2012 by: COEHP faculty; Dr. Tina Butcher, Associate Provost; CSU Graduate Council, CSU Deans' Council, Chairs Assembly; and the CSU Faculty Senate.

Revised and approved by the Deans Council and the Graduate Council, November 2013 and December 2013; reviewed by the Chairs Assembly.

*Revised and reviewed by the Deans Council and Chairs Assembly, March 2016; and approved by the Graduate Council April 8, 2016: effective immediately upon approval; **approved May 6, 2016 by the Graduate Council; effective for approvals for Summer 2017.***