

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Graduate Council and College of Graduate and Professional Studies.

TOPIC: FPPM Section III. L. Graduate Faculty

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The current Section III.L. Graduate Faculty, was written over a decade ago when the graduate office became a graduate college and is based heavily on a doctoral level institution policy (VCU, specifically). Much of the policy is not applicable to being a graduate faculty member at Longwood. Designation of eligibility to teach at the graduate level is covered in FPPM III.1

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

Revising FPPM Section III.L to decrease unnecessary complexity in levels and definitions, increase clarity of definition of graduate faculty, outline some of the primary responsibilities of graduate faculty, and ensure an annual process is in place to identify faculty (and adjuncts) who will be teaching graduate coursework. **The new Section III.L will replace the existing section.**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

It has been difficult to implement and monitor the current policy, which does not fit the nature of graduate faculty at Longwood. Multiple designation levels and varying numbers of years are difficult to track and verify, and entirely unnecessary. All that is needed is a simple process that will ensure an annual, current list of faculty teaching graduate courses and available for graduate student and committee service.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

CURRENT FPPM LANGUAGE

L. GRADUATE FACULTY

1. Classification of Graduate Faculty.

Depending on their qualifications, members of the Graduate Faculty are classified as Full Graduate Faculty, Associate Graduate Faculty, or Graduate Instructors. The qualifications and responsibilities for each class of Graduate Faculty are given below. Membership allows a faculty member all the rights and privileges associated with graduate faculty status. In order to be qualified to teach a graduate course, a faculty member must be classified as Graduate Faculty and must either have an earned doctorate/terminal degree in the teaching discipline or related discipline or the requisite professional experience according to the procedures as specified in [Section III.L.](#)

* Graduate faculty membership does not correlate with the terminology of faculty rank (Professor, Associate Professor, Assistant Professor, etc.)

Full Graduate Faculty

Responsibilities: Full Graduate Faculty are expected to engage actively in the graduate program of the university and to pursue professional activities consistent with that participation. Full Graduate Faculty may

- Instruct students at the graduate level
- Chair or serve on graduate theses, projects, seminar papers, comprehensive examinations, or other culminating evaluations
- Supervise graduate internships, practica, or clinicals
- Serve as a representative on the Graduate Council and/or graduate committees
- Supervise graduate directed or independent studies
- Advise graduate students or
- Serve as a graduate program coordinator.

Term: The term for Full Graduate Faculty membership is six years. Reappointment to additional terms is unlimited.

Qualifications: Full Graduate Faculty membership may be granted to a Longwood University faculty member who

- Has demonstrated professional achievement in teaching and scholarship, and
- Is a, tenured or tenure-track faculty member and holds a terminal degree appropriate to his/her teaching field as determined by his/her department.

Associate Graduate Faculty

Responsibilities: Associate Graduate Faculty are expected to engage actively in the graduate program of the university and to pursue professional activities consistent with that participation. Associate Graduate Faculty may

- Instruct students at the graduate level
- Chair or serve on graduate theses, projects, seminar papers, comprehensive examinations, or other culminating evaluations
- Supervise graduate internships, practica, or clinicals
- Serve as a representative on the Graduate Council and/or graduate committees

- Supervise graduate directed or independent studies
- Advise graduate students or
- Serve as a graduate program coordinator.

Term: The term for Associate Graduate Faculty membership is a maximum of three years. Reappointment to additional terms is unlimited.

Qualifications: Associate Graduate Faculty membership may be granted to a Longwood University faculty member who

- Is tenured or tenure-track with an earned doctorate or other terminal degree in the field of specialization, or is a tenure-track faculty member who has an earned master's degree and has distinguished him/herself in teaching, research, and/or service but does not meet the requirements for Full Graduate Faculty membership; or
- Is tenure-track and currently completing his/her terminal degree; or
- Is tenured or tenure-track and professionally qualified with an appropriate graduate degree and significant professional experience in the area of teaching as determined by the department.

Graduate Instructor

Responsibilities: Graduate Instructors may assume any of the following responsibilities as specified at the time of appointment:

- Instruct students at the graduate level
- Serve on graduate thesis committees
- Serve on graduate projects, seminar papers, comprehensive examinations, or other culminating evaluations
- Supervise graduate internships, practica, or clinicals
- Supervise graduate directed or independent studies.

Term: The term for Graduate Instructor membership is a maximum of three years. Reappointment to additional terms is unlimited.

Qualifications: Graduate Instructor membership may be granted to an individual who:

- Possess expertise for a specified graduate course, or dissertation committee; or
- Is a professional in the field who has expertise for specified graduate courses, or committees; or
- Is professionally qualified with an appropriate graduate degree and significant professional experience in the area of teaching as determined by the department.

2. Appointment of Graduate Faculty

The primary responsibility for designating Graduate Faculty rests with the chairs of the academic departments. Appointments to the Graduate Faculty must be agreed upon by the appropriate College Dean and by the Dean of the College of Graduate and Professional Studies.

The Dean of the College of Graduate and Professional Studies will maintain a current list of Graduate Faculty with their classifications as Full Graduate Faculty, Associate Graduate Faculty, or Graduate Instructor and with their terms of appointment. Each year, the Graduate Dean will provide each College Dean, Department Chair, and Graduate Program Director with this current list. Each Department Chair may then recommend reappointment of Graduate Faculty whose term has expired, recommend the appointment of new Graduate Faculty who qualify for a particular membership classification, and

recommend removal of Graduate Faculty who are no longer at Longwood University or who no longer qualify for Graduate Faculty membership. Department chairs must provide written justification for the appointment of graduate faculty who do not hold the terminal degree. These recommendations will be forwarded to the appropriate College Dean and to the Dean of the College of Graduate and Professional Studies for final concurrence.

References: Approved by Board of Visitors, December 3, 2010, June 14, 2013; Minutes of the Faculty Senate, October 28, 2010, November 1, 2012.

REVISED/NEW FPPM LANGUAGE

L. GRADUATE FACULTY

Faculty are determined to be eligible to teach graduate courses by their department chair, College Dean and Academic Affairs in accordance with FPPM III. I. Faculty Qualifications and Credentials. This determination can be made at the time of hire, upon a change in faculty education or experience, and/or upon the offering of newly developed graduate level courses.

Graduate teaching assignments are made by the department chair with assistance from the graduate program director and must be agreed upon by the appropriate College Dean and by the Dean of the College of Graduate and Professional Studies.

The College of Graduate & Professional Studies will maintain a roster, updated in August of each year, of full-time faculty who have met the criteria to teach at the graduate or post-baccalaureate level and are identified to teach graduate coursework in fall, spring or summer of that year. Such faculty are designated “Graduate Faculty”.

Graduate Faculty may:

- instruct students at the graduate level;
- chair or serve on graduate theses, projects, portfolio review, comprehensive examinations, or other culminating evaluations;
- supervise graduate internships, practica, or clinicals;
- serve as a representative on the Graduate Council and/or graduate committees
- attend Graduate Council meetings;
- supervise graduate directed or independent studies;
- advise graduate students;
- serve as a graduate program director, and/or
- serve as graduate faculty representation on committees.

A roster of adjunct/part-time faculty teaching graduate courses will also be maintained by the College of Graduate and Professional Studies, updated at the beginning of each semester, term or session as needed. These adjunct/part-time faculty are not designated Graduate Faculty; however, they may:

- instruct students at the graduate level;
- serve on graduate theses, projects, portfolio review, comprehensive examinations, or other culminating evaluations; and/or
- supervise graduate internships, practica, or clinicals