

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

TOPIC: Amendments to the Faculty Policy and Procedure Manual to enhance and clarify Section H. 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)

A SACS review suggested an enhancement to the classification of graduate faculty in the FPPM to better emphasize the requirements. The enhancement was achieved by rewriting the last sentence of the first paragraph in Section H. 1. and adding one sentence in the last paragraph of Section H. 2.

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):

Changes are in BOLD Italics.

H. 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 in order to teach a graduate course 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 H. 2.***

* 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 dissertation committees
- 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 dissertation committees
- 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/dissertation committees
- Serve on graduate projects, seminar papers, or comprehensive examinations
- 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 and Department Chair 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.

Approved by Faculty Senate – October 28, 2010

Approved by Board of Visitors – December 3, 2010

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

The changes/additions provide further clarification and reinforcement of the requirements to be eligible to teach a graduate course and assist with SACS clarification.

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: _____

Final action(s) Taken: