**Shawnee State University**

**Application for**

***Graduate Faculty Status***

(Retain pp. 1-2 for your information)

1. **Information for the Application process:**

Per Article 11. Section 3. C. of the SSU-SEA Collective Bargaining Agreement (CBA), “Faculty must apply for graduate faculty status in accordance with the Graduate Council Manual [Graduate Programs Manual].” Further, Article 14. Section 1. C. states, “Advancement in rank for graduate faculty at Shawnee State University is viewed as recognition for: 1. Excellence in teaching and outstanding achievements in scholarship; or 2. Excellence in teaching and substantial contributions in both scholarship and service.” The Graduate Faculty status review process is designed to support, not supplant, the faculty promotion and tenure system at the University. The decision of the Graduate Council may impact a faculty member’s promotion and tenure review and may be considered a trigger for post-tenure review per Article 13. Section 4. E. 2. of the CBA.

Per the Graduate Programs Manual (GPM), “Graduate faculty status (Associate and Full Members) may be awarded to faculty appointed at the rank of Assistant Professor or higher and whose academic credentials and record of scholarship and/or professional experience and accomplishments warrant their offering master’s level graduate instruction” (GPM, pp.13-14). Graduate Faculty status will be awarded at the levels of Full, Associate, and Temporary (GPM, p.14).

Scholarship requirements for Graduate Faculty will be documented and reported annually to the Graduate Council, per CBA Article 11. Section 3. D. 10., as part of the annual faculty self-evaluation process. This scholarship report will be reviewed and awarded points based on the attached criteria. *A minimum of 6 points must be acquired each three-year Graduate Faculty status review period in order to be recommended for Graduate Faculty status continuation.* Effective teaching and service will be documented in a cover letter and a copy of the curriculum vitae submitted with the application.

1. **Graduate Faculty Status Types**

**Temporary Graduate Faculty Status**

Non-graduate faculty (e.g. tenured or tenure-track faculty or adjunct faculty) may be granted Temporary Graduate Faculty status during the period of time they are teaching graduate coursework or serving on graduate student research committees. Temporary Graduate Faculty are limited to six (6) credit hours of graduate teaching per year. Temporary Graduate Faculty Status shall be granted for a maximum of three semesters.

A list of non-graduate faculty teaching graduate coursework at the University will be submitted to the Director of the Graduate Center, who will provide a report to the Graduate Council at least once per semester. Academic and professional credentials for adjunct faculty hired to teach in a graduate program will be maintained by the hiring department and will be supplied, as requested, to the Graduate Council.

**Associate Graduate Faculty Status**: Associate Graduate Faculty status may be awarded to full-service faculty who hold the rank of *assistant professor*. If the candidate does not hold a doctoral degree, there must be demonstrable evidence that the candidate possesses the experience, knowledge, and capability in the graduate program of intended participation. Associate Graduate Faculty may teach graduate courses, advise graduate students, and chair thesis committees.

**Full Graduate Faculty Status**: Full Graduate Faculty status may be awarded to full-service faculty who hold the rank of *associate professor or professor*, who have a *doctoral degree*, and who have *distinguished themselves in scholarship, thesis advising, and/or graduate teaching*. Full Graduate Faculty may teach graduate courses, advise graduate students, chair thesis committees, serve on the Graduate Council, and are eligible for appointment to serve as a Graduate Program Director.

1. **Graduate Faculty Status Award Process**

**New Faculty Appointments to Graduate Faculty Status**

Upon initial appointment, faculty applicants will be reviewed according to academic and professional qualifications, credentials, and expectations of beginning faculty within the department/program of hire. Position advertisements for graduate faculty positions will identify any specific requirements for graduate level teaching in the hiring department/program. Faculty hired into graduate level teaching positions will be awarded Associate Graduate Faculty status. Full Graduate Faculty status may be awarded at initial appointment upon recommendation of the hiring department and review of the Graduate Council.

**Existing Faculty Appointments to Graduate Faculty Status**

Any faculty on full-service contracts as of the 2012-13 academic year who taught at least one credit hour of graduate level course work will be considered to meet beginning expectations of faculty in their respective graduate program and will be awarded Associate Graduate Faculty or Full Graduate Faculty status according to their eligibility for such status according to the Graduate Programs Manual.

**Continuation of Graduate Faculty Status**

All Associate and Full Graduate Faculty will be reviewed for continuation of their status by the Graduate Council. The first review will occur in the spring semester of the faculty member’s third year of tenured or tenure-track to the institution. Continuation review will occur every third year following the first review. For existing faculty who are granted Associate or Full Graduate Faculty status, the first review will occur during the spring semester of the completion of the faculty’s third year of tenured or tenure-track to the institution following the appointment of Associate or Full Graduate Faculty status.

**Shawnee State University**

**Application for**

***Graduate Faculty Status***

***(Submit pp. 3-5 and attachments to your dean’s office with annual self-evaluation materials)***

1. **Directions for submission**
2. Complete the application form indicating the Graduate Faculty status for which this application is being submitted.
3. Attach a copy of a current curriculum vitae that includes and specifically identifies information to be considered by the Graduate Council for Graduate Faculty status review. It must include information to demonstrate effective teaching and scholarship or effective teaching, scholarship, and service. Per CBA, departmental criteria may be used to document these areas of performance.
4. Attach a cover letter which provides an overview description of teaching, scholarship, and service to be considered by the Graduate Council for Graduate Faculty status review.
5. Submit all materials to your Department Chairperson who will provide a signature indicating a review of the application materials and acknowledgement that the application is being submitted. The Chair may provide comments to the Graduate Council regarding the application.
6. The chair will submit all materials to your College Dean along with your current annual Faculty Self-Evaluation Form.
7. The Dean’s office will review the cover letter, application, curriculum vitae, and self-evaluation form and then sign the application form indicating the review. The Dean may provide comments to the Graduate Council regarding the application.
8. The Dean will forward to the Graduate Council for review.
9. The Director of the Graduate Center will notify the faculty of the decision of the Graduate Council with a copy to the Department Chair and Provost.
10. **Applicant Information:**

**Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSU ID\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Phone Extension:**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College: CAS \_\_\_\_\_\_ CPS \_\_\_\_\_\_ UC**

**Highest Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Attained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Graduate Faculty Member Type: Associate \_\_\_\_\_\_\_\_\_\_\_ Full \_\_\_\_\_\_\_\_\_\_\_**

**Date of First Graduate Faculty Status Receipt (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Indicate the Graduate Faculty Status for which the application is being submitted:**

**A. Associate Graduate Faculty Status**: Associate Graduate Faculty status may be awarded to full-service faculty who hold the rank of *assistant professor*. If the candidate does not hold a doctoral degree, there must be demonstrable evidence that the candidate possesses the necessary experience, knowledge, and capability (including qualities according to special program accreditation standards) in the graduate program of intended participation. Associate Graduate Faculty may teach graduate courses, advise graduate students, and chair thesis committees.

**B. *Initial* Full Graduate Faculty Status**: Full Graduate Faculty status may be awarded to full-service faculty who hold the rank of *associate professor or professor*, who have a *doctoral degree*, and who have *distinguished themselves in scholarship, thesis advising, and/or graduate teaching*. Full Graduate Faculty may teach graduate courses, advise graduate students, chair thesis committees, serve on Graduate Council, and are eligible for appointment to serve as a Graduate Program Director.

**C. *Continuing* Full Graduate Faculty Status**: Currently holds Full Graduate Faculty status and meets all criteria for teaching, scholarship, and/or service as indicated in this application and in the SSU-SEA Collective Bargaining Agreement (CBA).

1. **Signatures**
2. **Applicant Name and Signature:**

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 Name (print) Signature Date

1. **Signature indicating review by Department Chair (comments may be attached):**

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 Name (print) Signature Date

1. **Signature indicating review by College Dean (comments may be attached):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name (print) Signature Date