

# **FACULTY AND ACADEMIC POLICIES**

## **GRADUATE FACULTY MEMBERSHIP**

### **Graduate Faculty**

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The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high quality graduate education.

#### **Regular Graduate Faculty**

At the time of appointment (effective for all faculty appointed Fall 2007 or after) all tenure-track faculty with terminal degrees will be granted graduate faculty membership. Current (as of Summer 2007) associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2009 using the standards in place prior to Fall 2007.

The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees and to serve on the Graduate Council and the subcommittees of the Council. Review of graduate faculty membership may occur at the request of the department chair, college dean, or Dean of the School of Graduate Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

An endorsement to chair theses/dissertations is granted separately from graduate faculty status by a vote of a departmental committee, approval of the department chairperson, college dean, and the Dean of the School of Graduate Studies. To qualify for the endorsement to chair thesis/dissertation committees graduate faculty members must work with a graduate mentor appointed by their department, serve on thesis/dissertation committees, and participate in a graduate faculty workshop sponsored by the Graduate Council to develop knowledge of the thesis/dissertation process at ISU. Review of the endorsement to chair theses/dissertations may occur at the request of the department chair, college dean, or Dean of the School of Graduate Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

#### **Emeritus Graduate Faculty**

Faculty who are a regular member of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty thereafter.

## **Special Purpose Graduate Faculty**

An individual may be appointed for a limited period as a special purpose member of the graduate faculty. A special purpose graduate faculty member must be at least one of the following:

1. Tenure-line faculty with an earned doctorate or other terminal degree in the field of specialization, or a tenure-line faculty who has an earned master's degree and has distinguished themselves in teaching, research, and /or service, but do not meet the requirements for Graduate Faculty membership; or
2. Tenure-line faculty or newly hired tenure-line faculty with all but dissertation completed who are actively working toward a doctorate; or
3. Special purpose faculty at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or
4. Professionals who are not tenure-line faculty at Indiana State University, but have expertise for specified graduate courses, or graduate committees.

A special purpose graduate faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A special purpose graduate faculty member will not be granted the endorsement to chair theses/dissertations.

The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees. Reappointment as special purpose faculty is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

## **Ex-Officio Graduate Faculty**

Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as the person maintains the administrative position. All university administrators appointed prior to Fall 2007, who have a tenure-track faculty position and ex-officio graduate faculty membership will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

## **Appeal Procedure**

In cases where an appeal is to be made the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed.

Approved by the Graduate Council –October 4, 2007

Approved by Faculty Senate – December 13, 2007