

## Change #11

Rationale: These changes clarify the qualifications required by faculty who teach graduate courses.

### section XVIII, one, e. "The Graduate Faculty,"

#### e. The Graduate Faculty

##### 1) Purpose

The Graduate Faculty of the University exercises all faculty jurisdiction over graduate courses and programs; requirements for admission to, continuation in, and graduation from all graduate programs; policies and plans for future development of graduate programs; selection and continuance of Graduate Faculty members; and the awarding of graduate degrees.

##### 2) Membership

###### a) General

The Graduate Faculty comprises four kinds of members, namely regular members, probationary members, associate members, and *ex officio* members. *Ex officio* members are the President of the University, the Provost, the academic deans, the University Registrar and the University Librarian. Regular members are appointed to six-year terms of service by the Provost upon the recommendation of the Graduate Programs Council (*vide infra*). The Associate Provost for Academic Services is a regular (non-voting) member. Probationary members are appointed to one three-year term of service by the Provost upon the recommendation of the Graduate Programs Council. Associate members are appointed to six-year terms of service by the Provost upon the recommendation of the Graduate Programs Council.

###### b) Eligibility and Responsibilities

###### (1) General

Per SACS requirements (2006) faculty members with terminal degrees are eligible to teach at the graduate level.

~~All members of the Graduate Faculty must have a high level of competence in their academic fields of expertise, the ability to instruct at the appropriate level, and the ability to direct scholarship at the graduate level. Membership on the Graduate Faculty is open to any person holding a faculty appointment at the University. The Graduate Programs Council will evaluate the performance of prospective or current graduate faculty at the time of appointment or reappointment and send the result to the faculty member and to the faculty member's department chair for inclusion in the faculty member's dossier.~~

###### (2) Regular Membership

All CNU full-time faculty members with terminal degrees, including restricted positions at the Visiting Professor/Associate Professor/Assistant Professor/ and Lecturer ranks, are appointed as part of the Regular Graduate Faculty upon employment.

~~Regular members of the Graduate Faculty must hold the terminal degree in their fields or functional equivalent; hold academic rank in one of the academic departments of the University; show evidence of recent and continuing scholarly and/or creative activity through, for example, publication in peer reviewed journals, publication of scholarly books, articles, and/or reviews, public performance or exhibition of works, conference presentations, success in securing research grants; and effective teaching. Initial appointment to the graduate faculty may be based on potential for effective teaching rather than evidence. Regular members of the Graduate Faculty are responsible for teaching graduate courses as appropriate, advising graduate students and evaluating their performance, directing theses, providing for and participating in the governance of the graduate program, and conducting and encouraging scholarship and research. The appointment by the Provost upon the recommendation of the Graduate Programs Council is for six year terms.~~

###### (3) Probationary Membership

Probationary graduate status may be granted to adjunct faculty, restricted faculty at the Instructor level, or other faculty without the terminal degree who have exceptional experience. There must be a demonstrated need for an instructor that cannot be fulfilled by a Regular Graduate Faculty member. A persuasive case, addressing the conditions above, must be made and endorsed by Department Chair, Director of Graduate Studies, Program Coordinator and the Graduate Faculty Credentials Committee to the Director of Graduate Studies and the Graduate Programs Council for appointing an individual to this status. Probationary members are appointed for three years, renewable.

~~Faculty members who do not meet the stated criteria for admission to the regular graduate faculty may, under special circumstances, be given probationary graduate faculty status for one three-year term. These circumstances must include the need for an instructor in a graduate program for which no graduate faculty member or faculty member qualified for the graduate faculty is available. A persuasive case must be made and endorsed by the Department Chair, Associate Provost for Academic Services, Program Coordinator and reviewed by the Graduate Faculty Credentials Committee and recommended to the Graduate Programs Council for appointing an individual to this status. The nomination should state the specific category of probationary status and should include a statement of reasons for the appointment, an example being research, teaching need or both. The appointment by the Provost upon the recommendation of the Graduate Programs Council is one three-year term.~~

(4) Associate Membership

The associate graduate member serves in a non-teaching role. Adjunct faculty without the terminal degree but with professional experiences are utilized for intern supervision, laboratory experiences, etcetera. Appointment to this position must be approved by the department chair, program coordinator and the Director of Graduate Studies. The appointment is for six years, renewable.

~~Associate graduate faculty serve in a non-teaching role; faculty are utilized for intern supervision, laboratory experiences, etcetera. The appointment by the Provost upon the recommendation of the Graduate Programs Council is for six-year terms.~~

c) Nomination and Admission to Graduate Faculty Membership

(1) Application for Graduate Faculty Membership ~~for Probationary or Associate Graduate Faculty status~~

Application submitted to department chair, and endorsed by department chair, Associate Provost for Academic Services, and Program Coordinator, if appropriate. Reviewed by Graduate Faculty Credentials Committee and recommended to Graduate Programs Council. A majority vote by Graduate Programs Council is required for membership, and the recommendation is forwarded to the Provost.

(2) Renewal of Graduate Faculty Membership

The Credentials Committee shall examine the credentials of each ~~Regular and Probationary Faculty member every three years and each~~ Associate Graduate Faculty member every six years and recommend to the Graduate Programs Council which members shall retain graduate faculty status. These credentials shall be submitted by October 15 and March 1 of the appropriate calendar year. All votes by the Credentials Committee and the Graduate Programs Council shall be by majority and shall be binding.

d) Removal from Graduate Faculty Membership

~~Within the~~ For probationary faculty or associate faculty serving a three year or six year term, a department chair or the Associate Provost for Academic Services can request a review of the faculty member's performance based on IDEA evaluations, annual reports (EVAL 6), or other documents. The Graduate Faculty Credentials Committee reviews all materials and requests and, from the faculty member, statements of explanation or other documents. The Graduate Credentials Committee will then recommend to the Associate Provost for Academic Services one of the

following three options: 1) no action be taken, faculty member remains on graduate faculty; 2) written plan of action to be developed jointly by faculty member and Associate Provost for Academic Services; or 3) removal from graduate faculty.

3) Workload

~~a) Membership in the Graduate Faculty requires a division of academic workload that places an increased emphasis on research, publication, and creative activity—the *sine qua non* of Graduate Faculty membership. This increased emphasis is recognized in decisions regarding retention of membership on the Graduate Faculty.~~

~~b) Compensation for teaching graduate courses during summer sessions will be the same as for undergraduate instruction. Members of the Graduate Faculty are prohibited from teaching for overload compensation during the academic year unless an exception is granted by the Provost. The provisions of this paragraph apply only to full-time, salaried members of the Instructional faculty who hold membership on the Graduate Faculty. They do not, in particular, apply to *ex officio* members of the Graduate Faculty, to salaried members of the Graduate Faculty whose primary duties are administrative in nature, or to any member of the Graduate Faculty whose primary employment by Christopher Newport University is wage-based rather than salary-based.~~

4) Graduate Programs Council and Graduate Committees

**The Graduate Faculty of the University participates in the governance of the graduate program through a Graduate Programs Council. The Graduate Programs Council consists of the Associate Provost for Academic Services, the academic deans (all non-voting), and six regular members of the Graduate Faculty—elected to staggered two-year terms by the regular members of the graduate faculty, faculties of their respective college/school and the graduate program coordinators. The Graduate Programs Council makes the results of its deliberations known in the form of written recommendations to the Provost. These recommendations are transmitted to the Provost by the Associate Provost for Academic Services along with a written recommendation as to the disposition of each. Descriptions of the Graduate Committees follow.**

a) Graduate Assessment and Program Review Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:

- (1) plans and oversees five year evaluations of all graduate programs;
- (2) conducts studies and systematic reviews of all graduate program offerings;
- (3) makes recommendations to the Graduate Programs Council and the Provost regarding continuation or discontinuation of graduate programs, related resource allocations, and curricular modifications.

b) Graduate Faculty Credentials Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:

- (1) reviews the credentials of all faculty members nominated for graduate faculty status;
- (2) recommends to the Graduate Programs Council the acceptance or rejection of the nominee to graduate faculty status;
- (3) reviews regular, probationary, and associate graduate faculty credentials for appointment as graduate faculty.

c) Graduate Curriculum and Planning Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:

- (1) reviews all graduate courses and recommends to the Graduate Programs Council their acceptance or rejection;
- (2) reviews all proposed graduate programs and recommends to the Graduate Programs Council their acceptance or rejection;
- (3) conducts long-range planning regarding new graduate courses and programs and reports periodically to the Graduate Programs Council.

- d) Graduate Programs Governance and Administration Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:
  - (1) revises the Graduate Faculty Membership and Governance document as directed by the Graduate Programs Council;
  - (2) appoints, if it wills, a subcommittee to review and write descriptions for positions of graduate study administration, any recommendations forthcoming being brought before the Graduate Programs Council in March of each academic year;
  - (3) reviews yearly the committee structure of the Graduate Programs Council to insure that all responsibilities are delegated and that the structure continues to meet the needs of the graduate program;
  - (4) drafts the procedure for graduate faculty consultation regarding the selection of the Associate Provost for Academic Services.
  
- f) Graduate Programs Council Nominations Committee shall consist of Graduate Programs Council members whose terms are completed at the end of the academic year. The committee:
  - (1) provides a slate of nominations for vacant seats or for seats of members whose terms are expiring on the Graduate Programs Council and Graduate Programs Council Committees;
  - (2) presents the slate at the March meeting of the Graduate Programs Council to be voted on by the Graduate Faculty at a Graduate Faculty meeting in April.