

Rationale: The proposed changes clarify, update, and correct graduate program information.

- 8) Except as otherwise provided for in this section, meetings shall be conducted in accordance with *Robert's Rules of Order*. At the request of any member of the Instructional faculty, a secret paper ballot shall be taken on any motion before the body. The Chair of the Instructional faculty shall appoint a parliamentarian to advise him/her on matters dealing with the conduct of the business of the Instructional faculty. Questions of interpretation will be decided by the Chair of the Instructional faculty in consultation with the Parliamentarian.

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, **and** the University Registrar ~~and the University Librarian~~. Probationary members are appointed to one three-year term of service by the Provost, **or designate designee**, upon the recommendation of the Graduate Programs Council. Associate members are appointed to six-year terms of service by the Provost, **or designate designee**, 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.

(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.

(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.

(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.

c) Nomination and Admission to Graduate Faculty Membership for Probationary or Associate Graduate Faculty status

(1) Application for Graduate Faculty Membership

Application submitted to department chair, and endorsed by department chair, **Director of Graduate Studies**, 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 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

For probationary faculty or associate faculty serving a three year or six year term, a department chair or the **Director of Graduate Studies** 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 **Director of Graduate Studies** 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.