

**AGENDA FOR
UNIVERSITY SENATE**

**February 17, 2011
4:00 p.m.**

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the minutes of January 20, 2011
- III. Announcements
 - A. Next Scheduled Meetings

Senate Agenda Committee – Monday, March 14, 2011, 8:00 a.m., Letterman Building (LB) 104
University Senate – Thursday, March 24, 2011, 4:00 p.m., Letterman Building (LB) 125
 - B. Program Information – Academic Posting 2010-11, Volume XLII-4

Revised Programs
College of Communication, Information, and Media
Center for Information and Communication Sciences
Master of Science in Information and Communication Sciences
Teachers College
Department of Educational Studies
Master of Arts in Curriculum and Educational Technology
 - C. University Senate Action
Does not require Board of Trustees Approval
Academic Calendar (2/1/11)
 - D. Report from Task Force on Online Evaluations (Enclosure #1)
- IV. Recognition of Deaths – Irma F. (Traugher) Gale, Elizabeth Jane Glenn, Beulah Murphy, Robert C. Wolfe
- V. Committee Reports
 - A. Governance and Elections Committee – John Ledbetter, Chairperson
 - B. Faculty Council – Barry Umansky, Chairperson
 - C. University Council – Barbara Wills, Chairperson
 - D. Campus Council – Michael Miller, Chairperson
- VI. Report by Chairperson of Senate – Eric Kelly (Enclosure #2 - Issues in the Senate System)

VII. Questions Directed to the President

VIII. Question and Answer Period

IX. Unfinished Business

X. New Business

A. Revision to Faculty and Professional Personnel Handbook regarding Contract Faculty (Enclosure #3)

B. Revision of Graduate Faculty Policy (Enclosure #4)

XI. Other Items

A. Inclement Weather

Campus Council (2/10/11)

“The Campus Council requests the University re-evaluate the procedure for cancelling classes.”

XII. Adjournment

MINUTES OF THE FIFTH MEETING OF THE 2010-11 UNIVERSITY SENATE
Thursday, January 20, 2011

Members Present: 50

Members Absent: 12

1. The meeting was called to order by the Chairperson of the University Senate, Eric Kelly, at 4:00 p.m. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: C. Ball, R. Bellaver, R. Bremigan, J. Chapman, J. Coggeshall, G. Crawley, L. Deckers, A. Edmonds, J. Fry, J. Gora, J. Green, D. Grosnick, K. Hall, T. Hendricks, R. Hicks, M. Holtzman, J. Huff, R. Kanu, C. Kapinus, E. Kelly, T. King, A. Leahy, J. Ledbetter, L. Markle, C. Marlow, W. McCune, M. Miller, S. Parkinson, P. Parkison, D. Pearson, K. Pickersgill, M. Pyron, S. Rice-Snow, T. Richardson, J. Rybarczyk, D. Shawger, G. Stamp, M. Steib, D. Supa, B. Umansky, B. Wagner, A. Wieseke, B. Wills, J. Yang, J. Zhao, T. Zivney

Substitutes: Lathrop Johnson for M. Guntsche, Mitch Whaley for M. Maggiotto, Jeffrey Clark for D. Marini, Beth Terrell for C. Munchel

Members Absent: T. Cummins, R. Dolon, D. Haber, M. Harvey, J. Kim, M. McGrew, B. McRae, J. Mitchell, W. Sharp, C. Walker, K. Warren-Gordon, M. Whitlock

2. A motion was made and seconded (Pearson/Supa) to approve the revised minutes of December 2, 2010.

The motion carried.

3. There was a moment of silence to recognize the deaths of Philip H. Albright, Carson Mahan Bennett, George W. Irving, Tom McEwin

4. Committee Reports

- A. Governance and Elections Committee – John Ledbetter, Chairperson

John reported that the committee met and reviewed policies regarding the state law on ghost employment. Contract Faculty language in the handbook was forwarded to the Faculty Council for their review.

- B. Faculty Council – Barry Umansky, Chairperson

Barry reported the Faculty Council met on December 9 and heard committee reports. The Contract Faculty language in the handbook was forwarded to the Governance and Elections Committee for their review. The University Promotion and Tenure item concerning immersive learning is on this month's agenda as well as a revision to the Graduate Faculty policy. The next meeting is January 27.

- C. University Council – Barbara Wills, Chairperson

Barb reported the University Council has not met since the last meeting of the University Senate. Their next meeting is scheduled for February 3.

- D. Campus Council

Mike reported the Campus Council has not met since the last meeting of the University Senate. Their next meeting is scheduled for February 10.

6. Report by Chairperson of Senate – Eric Kelly (University Senate Agenda 9/2/10, Enclosure #3)

The chairperson of the senate reported he received word from the Provost that the Phased Retirement issue on the list is in final revisions and will be sent to the Salary and Benefits Committee in the next few weeks.

7. Questions Directed to the President

President Gora commented on the following items:

- Enrollment statistics from three days prior to the beginning of the Spring Semester indicate total on campus enrollment increased 378 students, compared to last spring. There are 440 more students compared to last spring if one combines both on and off-campus enrollment. We have made steady improvement in freshmen retention comparing spring to spring over the last 5 years.
- The next *President's Perspective* will report our progress in the capital campaign as well as announce the members of the Strategic Planning Task Force. The Strategic Planning Task Force for 2012-2017 will be under the leadership of the Provost, and they will meet over the next year.

The President responded to the following questions:

1. Any clue why the Indiana Commission for Higher Education (ICHE) chose two specific years to determine trends in 4 year graduation rates?

The President responded that graduation rates can be measured in a number of ways. The data ICHE is using does not show long term trends on our campus or absolute performance. Using all three measures would provide a more accurate picture of progress in improving graduation rates.

2. A senator mentioned that he has received flyers from local legislators asking the question: "Would you support or oppose utilizing and focusing research at state-funded universities to foster business development and job growth?" He asked the President if she was aware of this and her reaction to it.

The President responded Purdue and IU are the only universities receiving funding from this research category. We would receive funding if we were eligible to compete in this category. The Commission insists this money is reserved for the two universities. Their argument is that IU and Purdue research makes an economic impact. It is clear that we do more applied research, while they do more basic research. Nevertheless, research activity should count in this category since it also impacts economic development.

To that end, she believes our local legislators try to be helpful, and we work well with them. They come and hear our presentations, ask to be briefed, and try very hard to be supportive. We need to emphasize our impact in the State of Indiana. She encouraged everyone to promote BSU with family and friends and decision makers across the State.

8. Question and Answer Period

A senator requested information regarding the following questions:

- 1) What percentage is required for validity in student evaluations?

The Provost responded that 55% is the average, but this varies in some departments where 70% was the average and even zero in other departments.

- 2) Their department is trying to revise the plan regarding the new policy of attending commencement at least once during the academic year. Why is it still necessary to get grades in by Monday, noon, when they are submitted electronically?

The Provost will look at this again. The registrar has a firm reason, but they address the issue again.

- 3) The student evaluations in prisons – are they still done by paper? If so, who sorts them out after they are submitted?

The Provost responded that they must be done by paper and the sorting is completed by Unified Technology Support.

- 4) A senate member was concerned that a factor analysis had not been completed on the student evaluation instruction currently being used. This analysis could be completed to measure the instruments sensitivity and intercorrelation among the items used.

The Provost did not believe this has been done but will look into completing one.

At this time, the President informed the members of the Senate that she is going to endorse the recommendation approved last month concerning the academic calendar. Her concern is the 4-day final exam week. She is going to ask for an analysis to be completed in a year concerning the impact of the 4-day exam week. She is most concerned about freshmen. Other alternatives will be pursued if this poses a significant problem.

9. Unfinished Business

- A. Proposed Amendments to the Constitution – Second Reading (University Senate Agenda, 1/20/11, Enclosure #2)

A motion was made and seconded (Pearson/Crawley) to approve these amendments.

The motion carried.

- B. Suggested wording for Foreword page in Faculty and Professional Personnel Handbook

Senate Agenda Committee 11/22/10
Governance and Elections Committee 12/2/10
Office of University Compliance 12/8/10
Senate Agenda Committee 1/10/11

This handbook for faculty and professional personnel is issued by the Office of the Provost and Vice President for Academic Affairs. The handbook contains policies, procedures, and regulations that have been approved by the University Senate, the President, and/or the Board of Trustees, as appropriate. Every effort is made to ensure that all additions, modifications and deletions to these policies, procedures, and regulations are reflected in the handbook as soon as possible after their ~~final approval~~ effective date. The most current version of the Handbook is the on-line version and that should always be consulted. The on-line version can be located on the Ball State University website at: <http://www.bsu.edu/hrs/media/pdf/facultyhandbook.pdf>.

The Chairperson reported this item does not need senate approval and should have been in the announcement section of the agenda. There was discussion concerning the handbook web address and if it should be included.

The link appeared to be broken when attempted at the senate meeting. It was explained that there are broken links right now on the website because of the switchover to Sitecore from Vignette. This should be resolved in the very near future.

10. New Business

There was no new business.

11. Other Items

There were no other items.

12. Adjournment

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Carolyn Kapinus, Secretary

/mt

Contract Faculty Committee 11/15/10
Faculty Council 12/9/10
Governance and Elections Committee 1/13/11
Faculty Council 1/27/11
Senate Agenda Committee 2/7/11

University Senate Agenda
February 17, 2011
Enclosure #3

Revision to Faculty and Professional Personnel Handbook regarding Contract Faculty

Rationale:

The Contract Faculty Committee proposes the following changes to the university handbook that will align and create parallel language for all four components (not including student representatives) that make up the body of University Senate; regular full time faculty, contract full time faculty, regular full time professional personnel, and continuing contract personnel.

Currently, Section II, Pages 45-56 of Faculty and Professional Personnel Handbook states:

1.13 (Regular Full-time faculty appointed to serve in regular full-time assignments are)

Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;

2.13 (Regular full-time professional personnel appointed to serve in full-time assignments are)

Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;

2.24 (Continuing contract professional personnel holding positions for a non-specified length of time are)

Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;

Concerning the issue of Promotion and Tenure, 1.253 of Section II states:

“Contract Faculty may participate in the departmental or area governance system with voting rights, by invitation of a majority of the regular members of the unit, with the exception of the promotion and tenure committees.”

The Contract Faculty Committee believes none of the following revisions are in conflict with this statement (1.253).

1.26

Contract full-time faculty shall be accorded the following privileges:

Contract full time faculty appointed to serve in full-time assignments are:

1.261

Participation in the employee benefit programs of the University as stated in the Benefits Handbook.

Eligible to participate in the employee benefit programs of the University as stated in the Benefits Handbook.

1.262

Participate in the University governance system with voting right, by invitation of a majority of the regular members of the unit, with the exception of membership on the promotion and tenure committees. Full-time contract faculty with a minimum of three years of full-time, continual service may serve on University Senate.

Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;

In case of conflict between this section and 1.253, section 1.253 shall control.

1.27

Contract part-time faculty assigned for at least half-time for a full academic year or assigned for at least half-time for a full fiscal year shall be accorded the following privileges:

Contract part-time faculty assigned for at least half-time for a full academic year or assigned for at least half-time for a full fiscal year are:

1.271

Participation in the employee benefit programs as described in the Benefits Handbook.

Eligible to participate in the employee benefit programs as described in the Benefits Handbook.

FACULTY AND PROFESSIONAL PERSONNEL POLICIES¹

Appointment
Classification
Status

Ball State University classifies those employees who are non-staff or non-service personnel as follows:

1. Faculty
 - 1.1 Regular full-time faculty appointed to serve in regular full-time assignments are
 - 1.11 Tenured or eligible for tenure upon the completion of all general requirements as stated in approved departmental, collegiate, and University policies and all specific requirements as stated in letter of appointment;
 - 1.12 Eligible for all privileges extended by the University to regular full-time faculty, including employee benefit programs as described in the Benefits Handbook;
 - 1.13 Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;
 - 1.14 Eligible for academic promotion in accordance with departmental, collegiate, and University policies;
 - 1.15 Given assignments which are recommended by department chairpersons or supervisors and which are in accordance with policies found in the Faculty and Professional Personnel Handbook.
 - 1.2 Contract faculty are²
 - 1.21 Selected to serve in specified temporary assignments on at least a semester, academic, or fiscal one-year, two-year, or three-year contractual basis;
 - 1.22 Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments;
 - 1.23 Given assignments which are recommended by department chairpersons or supervisors and which are in accordance with policies found in the Faculty and Professional Personnel Handbook and with the following:
 - 1.231 Contract faculty who have previously held full-time temporary assignments during each semester of three consecutive academic years or who have previously received temporary appointments of three or more contractual twelve-month assignments, may be reviewed by the Executive Director of University Compliance who shall determine whether continued appointment on a temporary basis is consistent with Equal Opportunity and Affirmative Action regulations and goals.
 - 1.232 The Provost and Vice President for Academic Affairs will approve or disapprove all such appointments before they are forwarded for further action.
 - 1.24 Contract faculty may be appointed to
 - 1.241 Hold teaching or other assignments which are deemed necessary but which cannot be staffed by regular faculty. Such assignments could result from unexpected or fluctuating enrollments, experimental projects or classes, or similar assignments occasioned by the exigencies of normal operation;
 - 1.242 Replace regular faculty on leave or for reasons of resignation, dismissal, illness, or death;
 - 1.243 Teach workshops, practica, and similar special courses and serve staffing needs in new programs which are experimental in nature;
 - 1.244 Teach, engage, or assist in research, or perform other duties in special short-term programs supported by special funding (programs extending beyond one academic year would require appointments to be extended);
 - 1.245 Serve in special assignments approved by the Provost and Vice President for Academic Affairs;
 - 1.25 Contract Faculty may
 - 1.251 Be recommended for higher salary and/or rank when new contracts are arranged;

- 1.252 Be recommended for regular full-time appointments if qualified and if such vacancies exist;
- 1.253 Participate in the departmental or area governance system with voting rights, by invitation of a majority of the regular members of the unit, with the exception of the promotion and tenure committees.³
- 1.254 Participate in University travel assistance for professional meetings (eligibility as defined in 1.2611).
- 1.26 Contract full-time faculty shall be accorded the following privileges:
 - 1.261 Participation in the employee benefit programs of the University as stated in the Benefits Handbook.
 - 1.2611 For purposes of participating in the programs as stated in the Benefits Handbook, contract full-time faculty must be employed for a full academic year or a full fiscal year;
 - 1.2612 Contract full-time faculty who do not meet the criteria in Paragraph 1.2611 are not eligible for employee benefit programs as stated in the Benefits Handbook, except sick leave as described in the Faculty and Professional Personnel Handbook.
 - 1.262 Participate in the University governance system with voting rights, by invitation of a majority of the regular members of the unit, with the exception of membership on the promotion and tenure committees. Full-time contract faculty with a minimum of three years of full-time, continual service may serve on University Senate.⁴
- 1.27 Contract part-time faculty assigned for at least half-time for a full academic year or assigned for at least half-time for a full fiscal year shall be accorded the following privileges:
 - 1.271 Participation in the employee benefit programs as described in the Benefits Handbook;
 - 1.272 Contract part-time faculty who do not meet the criteria in Paragraph 1.2611 are not eligible for employee benefit programs.
- 1.28 Each department employing contract faculty members shall evaluate them annually, using a policy approved by the department which has been submitted to and approved by the dean and by the Provost and Vice President for Academic Affairs and kept on file in the Office of the Provost and Vice President for Academic Affairs. A copy of the evaluation policy and procedures shall be given to each contract faculty member at the time he or she is appointed.⁵
 - 1.281 The policy shall outline the purpose(s) of the evaluation (renewal, merit, status, etc.).
 - 1.282 The policy shall outline a process by which the contract faculty member may appeal the evaluation.

Revision to Graduate Faculty Policy

GRADUATE FACULTY POLICY

As a member of the Council of Graduate Schools, Ball State University subscribes to the view that every University should have a recognizable graduate faculty that includes individuals who have a commitment to graduate education, whose scholarly activities are appropriate to the direction of advanced degree programs, and who collectively assume responsibility for equivalence of value across degree programs. Ball State also recognizes that definitions of scholarship vary among the academic disciplines, and we acknowledge that the use of a single criterion to define members of the graduate faculty discounts the diversity that characterizes scholarly and artistic competence, intellectual leadership, and experience with graduate education.

The purpose of the following policy is to outline the two classifications of graduate faculty, the responsibilities and prerogatives, the terms of membership, the articulation of departmental criteria, and the routing of appeals. Upon application **the approval of an initial application**, all new tenure-track faculty are considered a regular graduate faculty member for a six year term. Other tenure-track or tenured faculty are eligible for Regular or Associate Membership. Full-time contract faculty may be eligible for Regular or Associate Membership. Part-time faculty are eligible for Associate Membership only. All faculty members teaching graduate courses must apply for membership to the graduate faculty by the end of the term in which they appear as an instructor of record.

1. Regular Member

1.1 Criteria

1.11 In judging the qualifications of an applicant for the Graduate Faculty, the primary consideration is whether the faculty member is an active and productive scholar and an effective teacher at the graduate level. **Individual colleges and/or departments should determine the details of these criteria.**

1.12 In general, graduate faculty are expected to demonstrate:

1.121 Scholarly competence, which is usually reflected by

possession of the highest earned degree in the candidate's field or an exceptionally meritorious record as a scholar in lieu of the highest earned degree; and

1.122 Intellectual leadership, which typically connotes active participation in contributing to the discipline at various levels, e.g., state, regional, national, and international. Successful applicants are recognized by scholars in the field for their intellectual attainments and creative contributions, and they may be sought out for their expertise to serve in positions of scholarly leadership such as membership on editorial boards and professional reviewing for scholarly journals and presses; and

1.123 Potential to direct the research of graduate students, to teach graduate courses effectively, to plan and direct graduate programs, and to direct research/creative projects and theses.

1.2 Responsibilities and Prerogatives

1.21 Graduate faculty are eligible to:

1.211 Teach all levels of graduate course work within their academic, artistic, or clinical competence;

1.212 Serve on doctoral committees;

1.213 ~~Direct Ed.S. and master's theses or creative projects and to e~~Chair Ed.S., **master's theses, and creative project committees, and direct research papers and master's committees;**

1.214 Serve on Ed.S., ~~and~~ master's thesis, ~~or~~ **and** creative project committees;

1.215 Develop graduate programs and courses;

1.216 Serve as members of the Graduate Education Committee;

1.217 Vote on graduate faculty issues.

1.22 ~~Directors~~ **Chairs** of dissertations, theses, research papers, and creative projects who retire or who move to other institutions may be retained as ~~director~~ **chairs** when

such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.

1.3 The Doctoral Committee Chair Endorsement

1.31 Applicants who qualify for regular graduate faculty membership may apply for an endorsement to chair doctoral committees and direct doctoral dissertations.

1.32 In addition to meeting the criteria listed **in 1.1** above, applicants must have the earned doctorate and demonstrate a high level of competence in directing research/writing. **Individual colleges and/or departments should determine the details of these criteria.**

2. Associate Member

2.1 Criteria

2.11 Prospective associate members of the graduate faculty are expected:

2.111 To have completed an advanced degree in an area relevant to the field of study, or in lieu of the advanced degree, to have developed a high level of competence in an area of special need not covered by a regular member of the graduate faculty;

2.112 To provide reasonable assurance that their service will be available throughout the period of the special need.

2.12 Members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.

2.2 Prerogatives and Responsibilities **and Prerogatives**

2.21 Members may teach all levels of graduate course work within their academic, artistic, or clinical competence;

2.22 Members may serve as committee members, but not as chairpersons of these, ~~research papers,~~ and creative projects.

3. Terms of Membership

3.1 Regular members of the graduate faculty are appointed for a period of six years.

3.2 Associate members are appointed for three years.

3.3 Reappointments are subject to the same **departmental** criteria and conditions **in place at the time of reapplication** as the original appointment;

3.31 Faculty who fail to qualify for reappointment to the graduate faculty may complete their ongoing obligations; however, except under special circumstances, they may not take on new obligations that are specifically reserved for the graduate faculty;

3.32 Faculty who fail to qualify for the endorsement may complete their obligations as doctoral committee chairs or dissertations directors; however, except under special circumstances, they may not take on new obligations as doctoral committee chairs or dissertation directors.

4. Departmental Guidelines and Procedures

4.1 An appropriate departmental committee, e.g., the Graduate Faculty Committee or the Salary-Merit Committee, takes the primary role in defining the criteria for appointment and reappointment of ~~its~~ **the department's** graduate faculty, in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.

4.2 ~~These~~ **Departmental** criteria for graduate faculty membership and the doctoral committee chair endorsement will be submitted every six years via the College Dean to the Graduate Education Committee for review and approval.

4.3 Approval of an applicant's graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant's department and College Dean. ~~Exceptions to these policies are made on a case-by-case basis; occasionally, individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School. [move below]~~

4.4 The application will consist of the candidate's curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity. **Only those professional accomplishments during the three (Associate) or six (Regular) years prior to the application will be considered.**

4.5 Exceptions to these ~~policies~~ **policies and procedures** are made on a case-by-case basis; occasionally, individuals may be authorized to perform specific graduate faculty duties with

the approval of the Dean of the College and the Dean of the Graduate School.

5. Appeals

Appeals from an adverse departmental decision should be made to the Dean of the College; appeals from an adverse college decision should be made to the Dean of the Graduate School; appeals from an adverse decision of the Dean of the Graduate School should be made to the Faculty Affairs Committee of the Graduate Education Committee, ~~though~~ ~~in~~ all cases the final decision will be made by the Dean of the Graduate School.

Revision to Graduate Faculty Policy CLEAN COPY

GRADUATE FACULTY POLICY

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The purpose of the following policy is to outline the two classifications of graduate faculty, the responsibilities and prerogatives, the terms of membership, the articulation of departmental criteria, and the routing of appeals. Upon the approval of an initial application, all new tenure-track faculty are considered a regular graduate faculty member for a six year term. Other tenure-track or tenured faculty are eligible for Regular or Associate Membership. Full-time contract faculty may be eligible for Regular or Associate Membership. Part-time faculty are eligible for Associate Membership only. All faculty members teaching graduate courses must apply for membership to the graduate faculty by the end of the term in which they appear as an instructor of record.

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1.122 Intellectual leadership, which typically connotes active participation in contributing to the discipline at various levels, e.g., state, regional, national, and international. Successful applicants are recognized by scholars in the field for their intellectual attainments and creative contributions, and they may be sought out for their expertise to serve in positions of scholarly leadership such as membership on editorial boards and professional reviewing for scholarly journals and presses; and

1.123 Potential to direct the research of graduate students, to teach graduate courses effectively, to plan and direct graduate programs, and to direct research/creative projects and theses.

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1.21 Graduate faculty are eligible to:

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1.212 Serve on doctoral committees;

1.213 Chair Ed.S., master's theses, and creative project committees, and direct research papers;

1.214 Serve on Ed.S., master's thesis, and creative project committees;

1.215 Develop graduate programs and courses;

1.216 Serve as members of the Graduate Education Committee;

1.217 Vote on graduate faculty issues.

1.22 Chairs of dissertations, theses, research papers, and creative projects who retire or who move to other institutions may be retained as chairs when such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.

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3.3 Reappointments are subject to the departmental criteria and conditions in place at the time of reapplication;

3.31 Faculty who fail to qualify for reappointment to the graduate faculty may complete their ongoing obligations; however, except under special circumstances, they may not take on new obligations that are specifically reserved for the graduate faculty;

3.32 Faculty who fail to qualify for the endorsement may complete their obligations as doctoral committee chairs or dissertations directors; however, except under special circumstances, they may not take on new obligations as doctoral committee chairs or dissertation directors.

4. Departmental Guidelines and Procedures

4.1 An appropriate departmental committee, e.g., the Graduate Faculty Committee or the Salary-Merit Committee, takes the primary role in defining the criteria for appointment and reappointment of the department's graduate faculty, in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.

4.2 Departmental criteria for graduate faculty membership and the doctoral committee chair endorsement will be submitted every six years via the College Dean to the Graduate Education Committee for review and approval.

4.3 Approval of an applicant's graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant's department and College Dean.

4.4 The application will consist of the candidate's curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity. Only those professional accomplishments during the three (Associate) or six (Regular) years prior to the application will be considered.

4.5 Exceptions to these policies and procedures are made on a case-by-case basis; occasionally, individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School.

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