

GRADUATE FACULTY POLICY

(Replaces Procedures to Identify the Graduate Faculty)
Faculty and Professional Personnel Handbook, pp.169-172

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.

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.
- 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 chair Ed.S. and master's committees;
 - 1.214 Serve on Ed.S. and master's thesis or 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.
- 1.3 The Doctoral Committee 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 above, applicants must have the earned doctorate and demonstrate a high level of competence in directing research/writing.
2. Temporary Member
 - 2.1 Criteria
 - 2.11 Prospective temporary members of the graduate faculty are expected:
 - 2.111 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 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
 - 2.21 Members may teach all levels of graduate course work within their academic, artistic, or clinical competence;
 - 2.22 Directors of dissertations, theses, research papers, and creative projects who retire or who move to other institutions may be retained as directors when such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.
 - 2.23 Members drawn from outside the University may serve as committee members but not as chairpersons.
 - 2.24 Members inside the university may chair master's theses or research project committees.
3. Terms of Membership
 - 3.1 Regular members of the graduate faculty are appointed for a period of six years.
 - 3.2 Temporary members are appointed normally for one year; appointments longer than one year may be made for the period of special need as specified in the application.
 - 3.3 Reappointments are subject to the same criteria and conditions 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 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 criteria for graduate faculty membership and the doctoral committee endorsement will be submitted every three years via the College Dean to the Graduate Dean 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.
- 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.

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.