Policy: 05-21-00

Graduate Faculty

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: Douglas D. Knowlton
EFFECTIVE DATE: 01/14/00 (Revised 9/29/10)

Policy

Dakota State University has a single university-wide graduate faculty. This body has the following authorities and responsibilities:
- teach courses for graduate credit;
- serve on examination committees (or equivalent) for students in graduate-level programs;
- serve as thesis/dissertation reviewers for graduate programs in their discipline and as external examiners for students in graduate programs outside their discipline;
- serve as advisors for students pursuing graduate-level degree programs;
- actively engage in research/scholarly activity;
- serve on graduate admissions and graduate program committees;
- serve on the Graduate Council.

As members of Graduate Council and as graduate faculty in their program areas, graduate faculty provide oversight of graduate programs and help ensure graduate program integrity by serving on graduate program committees and other related duties. Faculty members may be nominated to the graduate faculty by the Dean of Graduate Studies and Research, a graduate program coordinator, the faculty member’s dean, or by another graduate faculty member. The Graduate Council will screen nominations and report their decisions to the Dean for Graduate Studies and Research.

Faculty members appointed to the following administrative positions are ex-officio members of the Graduate Faculty: president, vice president for academic affairs, academic deans, and graduate program coordinators.
Procedures

Membership Criteria

The following minimum criteria for graduate faculty status have been established by the Dakota State University Graduate Council:

1. A graduate faculty member must hold the rank of Assistant Professor or higher.
2. A graduate faculty member must hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the graduate program committee of the college in which the individual will be teaching.
3. A graduate faculty member must show evidence of (or potential for) professional achievement in teaching at the graduate level and professional achievement in scholarship/research/creative work.

Other faculty may be admitted to graduate faculty status, as an exception, with approval from the Dean of Graduate Studies and Research and from the Vice President for Academic Affairs. However, some restrictions may be placed on these faculty relative to graduate teaching responsibilities, assignment to dissertation committees, etc.

Nomination Process

The Graduate Council will accept nominations at any time. Faculty who are assigned to teach graduate courses must be approved for graduate faculty status in their first semester of teaching graduate courses at DSU. Faculty who have graduate teaching responsibilities must demonstrate evidence of professional achievement in teaching and in scholarship/research/creative activities. Nomination forms are available in the Office of Graduate Studies and Research. The following procedure for reviewing nominations has been established:

- Each completed nomination, including all required documentation, should be submitted to the Office of Graduate Studies and Research.
- The nominations are forwarded to the Graduate Council for review and evaluation.
- The Graduate Council may:
  - Table the nomination pending additional information or documentation,
  - Forward the nomination to the Dean for Graduate Studies and Research with a recommendation to appoint the nominee to graduate faculty membership, or
  - Forward the nomination to the Dean for Graduate Studies and Research with a recommendation to deny graduate faculty membership at this time.
**Associate Membership**

Visiting scholars may be granted associate membership in DSU’s graduate faculty to facilitate their participation in any of the graduate faculty responsibilities listed earlier in this policy and/or to facilitate their professional association with DSU graduate faculty.

Visiting scholars will need to provide a current curriculum vita to accompany their nomination form. The procedure will follow the procedures outlined for DSU graduate faculty.

**Procedure for Sustaining Membership**

To sustain membership, a graduate faculty member, as part of his or her regular duties, must demonstrate professional achievement in scholarly, research and creative activities and must be actively involved in one or more of the activities normally assigned to graduate faculty, including:

- teach courses for graduate credit;
- serve on examination committees (or equivalent) for students in graduate-level programs;
- serve as thesis/dissertation reviewers for graduate programs in their discipline and as external examiners for students in graduate programs outside their discipline;
- serve as advisors for students pursuing graduate-level degree programs;
- mentor / supervise the research of others, such as the research of graduate students;
- serve on graduate admissions and graduate program committees;
- serve on the Graduate Council.

The Dean of Graduate Studies and Research, in consultation with the dean of the graduate faculty member’s college, will verify the graduate faculty member’s continued eligibility for graduate faculty status every three years. The Dean of Graduate Studies and Research will forward in writing the recommendation for sustaining membership to the Graduate Council. The Graduate Council has the authority to request documentation for the decision and to undertake further review. The Graduate Council’s recommendation for maintaining graduate faculty membership will be forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs will officially reappoint the faculty member to graduate faculty membership. Graduate faculty whose membership is suspended may appeal the decision per BOR Policy 4.7.