

INSTRUCTIONS FOR GRADUATE FACULTY APPLICATIONS

Each candidate for graduate faculty status *must* submit an application form containing *all* the relevant material needed by the Committee to evaluate the applicant's status. Each item listed below should be addressed in the order it appears, using this form. (Complete explanations of each item can be found under Criteria for Membership on the Graduate Faculty following this page.) **Supporting documentation, consisting of an up-to-date vita and a copy of the SOI questions used in your department,** should be appended to the application form. Do not append any other material to the application. *Packets must be forwarded to department heads and college deans for supporting memos before arriving at the Graduate School.*

1. Applicant's Name
2. Department
3. College
4. Highest degree held/Date highest degree conferred.
5. Academic Rank
6. Teaching performances as evaluated by candidate, department head, and students. **You must include a summary of student evaluations.** If peer evaluations are used in your department, you may include them. The evaluation by your department head must be included in his or her nominating letter.

Self-evaluation of teaching.

Student evaluation of teaching. (Include a table of numerical results and student comments in this section.)

7. Scholarly publications, creative endeavors (in appropriate discipline), and externally funded grants during last six years (provide complete bibliographic entry, including page numbers).
8. Paper presentations at professional meetings for last six years (title of papers, name of professional meeting, date).
9. Professional involvement and service to discipline during last six years.
10. Service to graduate education at VSU during last six years.

Incomplete application forms will not be considered by the Committee.

DO NOT INCLUDE CRITERIA (below) WHEN SUBMITTING PACKET; JUST ITEMS 1-10.

Criteria for Membership on the Graduate Faculty Valdosta State University

Rationale and Support for a Graduate Faculty

As part of its statement of purpose, Valdosta State University is committed to developing an environment in which "faculty can undertake original investigation, creative activities, and other scholarly pursuits that promote the development of knowledge, excellence in teaching, and service to the region" (1991-92 Graduate Bulletin). Teaching is the single most important professional responsibility of all faculty at 4-year colleges and regional universities. At Valdosta State University, quality of graduate instruction is an important concern. In fact, the importance of classroom teaching is being rediscovered on many campuses. Since "graduate coursework is taught by faculty members serving on the Graduate Faculty" (1991-92 Graduate Bulletin), the criteria for membership on the Graduate Faculty enhances the quality of graduate instruction.

There are additional considerations which affect both the need for a Graduate Faculty and the manner in which the Graduate Faculty is created at VSU. For example, according to the latest version of the VSU Statutes, "the Graduate Faculty consists of the President, Vice President for Academic Affairs, academic deans, and those members of the General Faculty with the rank of assistant professor, associate professor, and professor, who have been appointed to the graduate faculty." The statutory requirement creates some ex officio members of the Graduate Faculty and necessitates a process for appointing faculty members to the Graduate Faculty. VSU's regional accrediting association (SACS) suggests that the Graduate Faculty be differentiated from the General Faculty in some fashion. As VSU continues to develop as a regional university, the importance of graduate programs will increase. Through the model of shared governance, the Graduate Faculty will continue to play a significant role in developing and monitoring graduate programs. Hence, the criteria for membership on the Graduate Faculty are directly related to VSU's mission statement and Statutes; accrediting associations are also concerned with the institution's graduate faculty criteria; norms of shared governance require that appropriate faculty have a voice in shaping the nature and types of graduate programs available in the institution; and, with regional university status, VSU has the opportunity to become more involved with graduate education to meet the needs of the region.

Teaching, scholarship, and service are important activities for all faculty members. However, Graduate Faculty are expected to assist graduate students in developing "the qualities of scholarship and academic discipline necessary to provide creative contributions to (the student's) chosen field of work or interest" (1991-92 Graduate Bulletin). Since the promotion of student scholarship is such an integral part of the Graduate Faculty's role, the opportunities for scholarly activities on the part of the Graduate Faculty itself need to be enhanced.

The rewards for being a member of the Graduate Faculty and for engaging in scholarly activities need to be a normal part of the institution's planning and budgeting process. It is important for the institution to support development activities for the Graduate Faculty. Opportunities for scholarship or creative endeavors, and the rewards for membership on the Graduate Faculty, can be enhanced by the following policies which will require significant increases in funding.

1. Work load reassignments for the purpose of research, creative activities, and publications are given to members of the Graduate Faculty who are actively engaged in graduate teaching and graduate programs. Such reassignments must be consistent with the role, scope, and mission of the department. Such reassignments recognize the importance of the SACS suggestions about the scholarly development of faculty members who offer graduate instruction and about the differentiation of the Graduate Faculty from the General Faculty.
2. Membership on the Graduate Faculty is a significant achievement which is recognized in the annual evaluation of faculty and in consideration for promotion, tenure, and merit pay.
3. Travel funds are allocated in recognition of the importance of Graduate Faculty members' attending professional meetings, presenting scholarly papers, and sharing creative accomplishments.
4. The assignment of institutional grants for research and creative activities to members of the Graduate Faculty acknowledges the importance of research and creative activities for the vitality of graduate programs.

Categories and Terms of Membership on the Graduate Faculty

There are three categories of membership on the Graduate Faculty: Full, Associate, and Temporary. Full Members of the Graduate Faculty serve an initial 5-year term and are eligible for reappointment for subsequent 5-year terms.

Associate Members of the Graduate Faculty serve a 3-year term and are eligible for one reappointment for a total of 6 years. Ordinarily, Associate Members are new members of the VSU faculty who have not held membership on a graduate faculty at other institutions or who need some time to develop the credentials which are necessary to qualify for Full Membership.

Temporary Members may be reappointed on a yearly basis. When there is no Full or Associate Graduate Faculty Member available to teach a graduate course, Temporary Members may be appointed on an emergency basis to teach such courses.

Implementation

Upon the implementation of this document, all "regular" (non-temporary) members of the Graduate Faculty will become Full Members of the Graduate Faculty. All regular Graduate Faculty members will be reevaluated at the end of their 5-year terms under the criteria for reappointment to the Graduate Faculty, as outlined later in this document.

As VSU continues to develop its graduate programs, criteria for membership on the Graduate Faculty may be reformulated. The present criteria represent a set of minimal expectations which should be strengthened as the institution's role of graduate education increases and as the support for faculty development is enhanced.

Procedures for Appointment to Associate and Full Membership

Except for those ex-officio appointments required by statutes, all other nominations for appointment to the Graduate Faculty originate at the departmental level. Temporary appointments are recommended by the faculty member's Department Head and must be approved by the Dean of the Graduate School and the Vice President for Academic Affairs.

In order to be considered for Full or Associate Membership on the Graduate Faculty, a faculty member must submit all required materials to the Department Head. The Department Head will evaluate the faculty member's credentials with respect to the criteria for membership on the Graduate Faculty, and the Department Head may then write the nomination. Nominations are forwarded by the Department Head to the Dean of the Academic School. If the Department Head does not nominate the faculty member, the faculty member may appeal the Department Head's decision by forwarding all nomination materials to the Dean of the Academic School for review. In any case, the Department Head should provide written notification to the faculty member and the Dean of the Academic School about the disposition of the faculty member's nomination and any recommendations. The Dean of the Academic College or Division Director will forward the recommendations to the Dean of the Graduate School.

The Dean of the Graduate School serves as chair of the Graduate Faculty Membership Committee, a standing committee of the Graduate School Executive Committee. The Graduate Faculty Membership Committee will be appointed by the Dean of the Graduate School. In addition to the Dean of the Graduate School, the Graduate Faculty Membership Committee will be composed of one member from each College or Division having a graduate program. The nominations for membership on the Graduate Faculty are reviewed by the Graduate Faculty Membership Committee, which forwards recommendations about candidates to the Executive Committee.

The Graduate School Executive Committee submits the recommendations to the Dean of the Graduate School who officially approves or denies each nomination to Full or Associate Membership on the Graduate Faculty. The Dean of the Graduate School notifies the faculty member/nominee, the faculty member's department head, and the Vice President for Academic Affairs about the final disposition of each nomination.

Criteria for Appointment to the Graduate Faculty

Full Member of the Graduate Faculty

To be considered for appointment or reappointment to Full Membership on the Graduate Faculty, the faculty member must meet all of the following criteria:

1. Possess the doctoral degree in an appropriate discipline or, in areas/disciplines which do not have such credentials, an appropriate terminal degree.
2. Hold a tenure track position at the rank of assistant professor, associate professor, or professor in a department which presently offers a graduate degree or graduate courses (or has Board of Regents approval to develop a graduate degree).
3. Demonstrate excellence in classroom teaching at the graduate level and/or senior undergraduate level. Such evidence is provided through the Department Head evaluations of teaching, peer/colleague evaluations, student evaluations, and/or letters of support from those having knowledge of the faculty member's teaching methods.
4. Publish scholarly papers and/or engage in creative endeavors in an appropriate discipline during the previous six years. Normally, evidence of such activities includes the publication of at least one or more articles/major essays/short stories/poems in appropriate journals/books or the publication of one scholarly book. In the arts, the evidence may be demonstrated by one or more creative activities (solo performances, featured performances, or juried exhibits) during the previous six years. However, the quality of the creative activity or the journal/publisher and the nature of the activity or the publication must be considered. For example, articles published in a journal which has wide distribution and which is "refereed" by professional peers provides stronger evidence of scholarship than an article which is published in a local, non-refereed journal. Also, a research article, review essay, or major creative endeavor typically provides stronger evidence than a book review. While publication in a vanity press cannot be considered as evidence of scholarship, publication in a commercial or university press would provide strong evidence of scholarship. Sole authorship of a book provides more evidence of scholarship than a text or an edited collection of articles by other scholars. In the creative arts, the nature and types of exhibits and

the "level" of the audience for a musical or dramatic production may be used as evidence of the quality of the endeavor. Juried exhibits provide more evidence of quality than non-juried exhibits. Externally funded research grants may also be used as evidence of research productivity.

5. Present scholarly papers at professional meetings of appropriate organizations during the previous six years. Normally, the presentation of at least one paper is sufficient. However, the nature of the organization (local, state, regional, national, international) and the type of presentation (research paper versus panel presentation) are used to judge the importance of the scholarship. In the creative arts, those activities that are not juried or reviewed by peers, and are more local in scope might be offered as evidence of professional presentations.
6. Provide evidence of professional involvement and/or service in an appropriate discipline during the previous six years. This involvement/service is demonstrated through attendance at professional meetings, membership on professional committees, holding offices in professional organizations, serving as an editor or reviewer for a professional journal or publisher, serving as a judge or on a jury for artistic work, and/or chairing sessions/panels at professional meetings. Furthermore, professional service is demonstrated through discipline-related, unpaid consultantships in appropriate organizations and/or agencies.
7. Provide service to the graduate programs in the institution during the previous six years, as evidenced by the following types of activities: teaching graduate courses, advising graduate students, administering graduate programs, creating/grading comprehensive examinations, serving on thesis/graduate committees, creating graduate courses/programs, serving on college-wide committees which are concerned with graduate programs, obtaining externally funded grants which involve graduate programs or which support academic programs, and/or advising graduate internships/practicums.

Associate Member of the Graduate Faculty

To be considered for an Associate Membership on the Graduate Faculty, the faculty member must meet the following criteria listed in the previous section on appointments as a full member of the Graduate Faculty: criteria 1-3, as well as two or more of criteria (4-7).

Temporary Member of the Graduate Faculty

To be considered for a Temporary Membership on the Graduate Faculty, the faculty member must meet criteria 3 above. (Department head should submit a memo and current CV making the request to the dean of the Graduate School.)