

PROPOSAL TO THE ACADEMIC SENATE

TITLE: Revised Criteria and Application Process for the Granting of Graduate Faculty Status

SUBMITTED BY: Office of Graduate, Professional & Continuing Education, and the University of Dayton Graduate Leadership Council

DATE: Approved 4/15/2011

ACTION: Legislative Concurrence

REFERENCE: Senate Constitution, Article II.B.2.

1.0 Background

Graduate faculty status (GFS) is mentioned in the University of Dayton faculty handbook only in Section VI.2 [1]. This information is then replicated in a variety of locations, including the Graduate, Professional & Continuing Education (formerly known as the Graduate School) website, the Graduate Bulletin and assorted unit websites and publications. The only benefit to faculty for having GFS is in being allowed to chair masters thesis and doctoral advisory committees. (Note that a faculty member without GFS may be a member of such a committee if the graduate student chooses a sufficient number of other members with graduate faculty status. In other words, having GFS is not a prerequisite to merely serving on a thesis/doctoral advisory committee, though it is helpful when a graduate student's committee is small.) In particular, GFS is not a prerequisite for teaching graduate level courses, securing internal or external research sponsorship or for participating in general graduate level academic advising.

Appointment to the Graduate Faculty is made by the now Associate Provost and Dean of Graduate, Professional & Continuing Education (GPCE), based upon recommendations from a faculty member's Department Chair or Program Director, unit level academic Dean and the Graduate Leadership Council (GLC). The current "criteria" (see document #9596-17, attached, dated February 9, 1973) are, however, commonly ignored when reviewing an applicant for GFS [2,3]. This has been done to the point of compromising the meaningfulness of the criteria, and thus the overall GFS approval process. For example, applicants must list graduate courses they have taught in the recent past and provide evidence to demonstrate that this instruction has been of sufficient quality. Applicants must also demonstrate a high level of prior research productivity, as evidenced by refereed publications, leadership in professional societies, and, ironically, prior research supervision. While it is certainly true that quality teaching is synergistic to quality research, and *vice versa*, these issues are not strongly relevant to having the ability to begin advising graduate student research.

This proposal seeks not to eliminate GFS but rather to modify the criteria, make them more meaningful, and eliminate the excessive expenditure of time by faculty and Chairs/Directors who must prepare the applications, and the Deans and the GLC members who must review them. Note that in all cases, being granted graduate faculty status does not confer academic rank

(Instructor, Assistant Professor, Associate Professor or Professor) and does not contribute toward tenure or sabbatical leave credit.

2.0 Proposal

In recognition of what is currently the common practice, the Office of Graduate, Professional & Continuing Education, in collaboration with the Graduate Leadership Council, proposes the following:

1) As of the date on which this proposal receives final Senate approval, all tenured or tenure-track faculty members with rank of Assistant Professor or higher, who also hold an appropriate terminal degree, shall become members of the Graduate Faculty, retroactively. In the future, any person holding an appropriate terminal degree who is hired into a tenured or tenure-track faculty position with rank of at least Assistant Professor, becomes a member of the Graduate Faculty as of the date of hire (see exceptions below). The potential to serve as the chair of a masters thesis or doctoral advisory committee should then be examined during the interview process.

For purposes of interpreting this policy, appropriate terminal degrees shall include the Ph.D., or equivalent research based terminal degrees, and the Master of Fine Arts (MFA) degree.

2) *Emeritus/Emerita* faculty, Distinguished Service Professors and Distinguished Professors at Large who hold an appropriate terminal degree automatically become members of the Graduate Faculty, retroactively, upon approval of these designations by the University President.

3) Others who do not fall into one of the above two categories are eligible to apply for Graduate Faculty Status. These individuals might include, but are not limited to:

- a) Tenured/tenure-track faculty hired without an appropriate terminal degree who later earn or complete an appropriate terminal degree .
- b) UDRI staff, preferably, but not limited to, those with joint faculty status.
- c) External colleagues and sponsors who advise and/or sponsor student research.
- d) Full- and part-time instructional staff (i.e., lecturers and adjunct faculty) that have the skills and expertise sufficient to direct research.
- e) Researchers with non-terminal degrees whose extensive experience qualifies them to advise masters and doctoral level research.
- f) Those denied graduate faculty status at time of hire – see below.
- g) Others, as appropriate.

4) Applications for Graduate Faculty Status (GFS) shall consist of a letter of support from a Chair/Program Director, signed by at least the unit associate Dean for graduate affairs, an up-to-date CV of the applicant, and a letter from the applicant clearly explaining their experience and qualifications for chairing masters thesis and doctoral advisory committees. GFS application letters must be focused on the ability to chair a committee, not merely serving on one. If an application for GFS is submitted for the purpose of simply serving on a thesis/dissertation committee, affected students should instead be encouraged to engage other current members of the graduate faculty.

5) Based upon written recommendations from Department Chairs, graduate Program Directors and/or academic Deans, the Dean of GPCE may deny graduate faculty status to new faculty

members at the time of hire for any reason deemed sufficient. Application to Graduate Faculty Status may then be entertained at a later time.

6) Graduate Faculty Status may be removed by the Dean of GPCE upon the written recommendation of a faculty member's Chair/Director or Dean. Letters detailing the reasons for removing graduate faculty status which originate with Chairs or Program Directors must be co-signed by the appropriate unit Dean or Associate Dean.

7) Graduate Faculty Status shall terminate when a member of the graduate faculty retires or otherwise leaves the full time service of the University either voluntarily or involuntarily.

3.0 Rationale

The purposes for having a graduate faculty remain unchanged [2,3] These purposes include: providing an incentive for the development of scholarly activity; promoting and extending graduate programs; enhancing the quality of graduate programs; and, providing recognition for achievement. However, the Graduate Leadership Council believes that holding an MFA or Ph.D., or equivalent, with the often 5-8 years of scholarly experience that went into achieving that accomplishment, is sufficient experience to chair masters thesis and doctoral advisory committees. The "extra" teaching and scholarship experience tacitly expected of current GFS applicants is considered un-necessary.

Moreover, junior faculty members have an immediate need to engage in research/scholarship in order to achieve promotion and tenure. Not having access to graduate students whose scholarly efforts they direct puts them at a significant disadvantage. Also, in some units junior faculty members are commonly principle investigator's on research contracts through which graduate students are paid. As such they are the student's supervisor and, by contract, direct the research the student performs. It makes little sense for them not to be able to chair the thesis/dissertation committee.

Finally, there are checks and balances in place to ensure that graduate students are given proper research/scholarship guidance. For example, unit and university promotion and tenure guidelines strongly encourage success – especially among junior faculty members [4]. The annual and, as appropriate, post tenure review processes also include an examination of research/scholarship accomplishments and at least implicitly serve to ensure the quality of graduate student research/scholarship supervision [5,6]. In addition, thesis/dissertation committees are not formed in a vacuum. They must be approved by the student selecting the committee, as well as the committee members themselves who must approve the other members, including the committee chair. In some units (e.g. the School of Engineering and the School of Education and Allied Profession) these approvals are formalized by use of forms on which students must obtain the written consent of committee members, their Department Chair or Program Director, as well as the unit Dean and the Dean of GPCE. As long as there is no conflict with the policy proposed above, units and Departments/Programs are also free to establish additional guidelines for the formation of graduate committees, including the selection of committee chairs.

4.0 References

[1] *University of Dayton Faculty Policy and Governance Handbook*, Section VI.2, <http://provost.udayton.edu/facresources/FacHandbook/FacultyHandbook.html>.

[2] *Graduate Faculty*, DOC. #9596-17, February 9, 1973.

[3] *University of Dayton Graduate Leadership Council Graduate Faculty Application*, <http://gradschool2.udayton.edu/faculty/GLCGradSchoolforms.asp>.

[4] Senate Document I-06-10, *University Promotion and Tenure Policy*, approved December 4, 2007, <http://academic.udayton.edu/Senate/documents/senate%20documents/Documents.htm>.

[5] *University of Dayton Faculty Policy and Governance Handbook*, Section IV.4.C.2, http://provost.udayton.edu/facresources/FacHandbook/UD_FacultyHandbook_Sep09.pdf.

[6] Senate Document I-06-11, *Review of Tenured Faculty*, Approved April 23, 2010, <http://academic.udayton.edu/Senate/documents/senate%20documents/Documents.htm>

5.0 Other Concurrences & Approvals

- 1) Graduate Leadership Council (unanimous vote of approval on 2/18/2011)
- 2) GLC Executive Committee (unanimous vote of approval on 3/11/2011)

Graduate Faculty Status Policy Implementation Guidelines

Reference: DOC-I-11-02, *Revised Criteria for Graduate Faculty Status* (Approved by the University of Dayton Academic Senate on April 15, 2011), Section 2.0, Sub-Sections 3 & 4.

Approved by: Paul M. Vanderburgh, Associate Provost & Dean of GPCE

Date: September 14, 2011

1) Applications for Graduate Faculty Status (GFS) should be in response to a clear and present need. Applications should not be submitted for the purpose of gaining GFS for individuals who will then be held in reserve to satisfy a future advising need. Such an application is not congruent with the language and spirit of the revised GFS policy referenced above.

2) According to current University policy, GFS is not required in order to serve on graduate thesis/dissertation committees. GFS is only required to serve as Chair. For this reason there should be an emphasis placed on the ability to chair a graduate committee when a GFS application is submitted.

More specifically, the new policy for submitting a GFS application is not intended to be used for the purpose of serving on a graduate committee. Unfortunately there have been suggestions that the language of new policy might allow a GFS application to be entertained for the near term purpose of serving on a graduate committee as long as the application focuses on the ability to Chair a committee at some later time. This is not the case.

Therefore, as a matter of implementing the new GFS policy in the manner explained and promised to the Senate in the Spring of 2011, the name of the student to be advised should be included in all GFS applications. This not only establishes a clear and present need but it also demonstrates that the application is not being submitted for the purpose of simply sitting on a committee.

3) Language similar to the following should be included in GFS endorsement letters submitted by graduate Program Directors or Chairs (recall that these letters must also be co-signed by at least the unit Associate Dean for graduate affairs):

"<Student Name>, a Ph.D./M.S./M.A. student in <Program Name>, has asked Dr. <Candidate's Name> to Chair his/her dissertation/thesis committee. We have examined Dr. <Candidate's Last Name>'s credentials and agree that based upon his/her experience and expertise s/he is the best person to serve in this capacity."

The GFS candidate's application letter should similarly specify the student the candidate wishes to advise as Chair of his/her dissertation/thesis committee.

4) Policy decisions in GPCE are always focused on creating the strongest possible graduate programs at UD. To this end, GPCE recommends that students first look to the tenured or tenure-track faculty members in their own departments/programs, for thesis/dissertation advisement. These faculty members have an expectation for scholarly output and this is best accomplished in collaboration with graduate students. GPCE also recognizes that on occasion, a member of the wider professional community may be the person to serve as a student's advisor. The new GFS policy allows for this via a process that is more streamlined than it has been in the past.

Revised Graduate Faculty Status

(Approved by the GLC Executive committee 5/13/2011)

See UD Academic Senate Document DOC I-11-02, Approved 4/15/2011

Note that the following does not represent official University policy. This is simply a statement of agreed upon administrative practice in light of the revised Graduate Faculty Status criteria and application processes approved by the UD Academic Senate on 4/15/2011. These guidelines may be revised as necessary by agreement of at least the GLC Executive Committee.

Bulletin Information:

i) In section "XI. Directories," under the "General Information" tab of the online graduate bulletin, the separate bullet items for "Arts and Sciences Graduate Faculty," "Business Administration Graduate Faculty," "Education and Allied Professions Graduate Faculty" and "Engineering Graduate Faculty" shall be eliminated.

ii) A single "Graduate Faculty" bullet item shall be added to section "XI. Directories," under the "General Information" tab of the online graduate bulletin. Clicking on this bullet item will result in the following information being displayed:

"Nearly all tenured or tenure-track faculty members at the University of Dayton, with rank of at least Assistant Professor, are members of the Graduate Faculty, as are most *Emeritus/Emerita* faculty, Distinguished Service Professors and Distinguished Professors at Large. In addition, many other individuals with appropriate experience and qualifications, both internal and external to the University of Dayton community, have been granted Graduate Faculty Status. Students should contact their Dean's office for an up-to-date list of graduate faculty in his or her academic unit."

Record Keeping:

For increased efficiency and ease of access by graduate students in need of this information, comprehensive lists of Graduate Faculty members shall be kept up-to-date at the unit level and made available through the various Dean's offices. The office of GPCE will keep records of those members of the Graduate Faculty approved after 4/15/2011, as well as those faculty members who have been formally removed from the Graduate Faculty. The office of GPCE will not track retirements, separations, Emeritus/Emerita faculty, Distinguished Service Professors or Distinguished Professors at Large. The various academic units shall be charged with primary responsibility for ensuring that thesis/dissertation committees are chaired by members of the Graduate Faculty and that the appropriate number of Graduate Faculty members serve on these committees.

Graduate School Oversight:

As theses and dissertations are submitted to the Office of GPCE for review, units Associate Deans will be asked to confirm that non-faculty members chairing, or in some cases serving on, thesis/dissertation committees are indeed members of the Graduate Faculty.