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Graduate Council Meeting Minutes and Reports

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2-28-2022

### 2022 February 28 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council**

**Minutes**

**February 28, 2022**

**Present: Dr. Karin Bartoszuk, Connie Grindstaff, Dr. Sharon James McGee, Dr. Brian Johnston, Dr. Lisa Haddad, Dr. Todd Emma, Dr. Scott Kirkby, David Currie, Dr. Wendy Doucette, Dr. Natalie Smith, Dr. Evelyn Roach, Dr. Bill Flora, Andrew Howell, Dr. Ingrid Luffman, Dr. Michelle Johnson, Dr. Patrick Bradshaw, Stacie Hill, Dr. Nick Hagemeyer, Dr. Leslie McCallister, Dr. Virginia Foley**

**I. Consent Agenda – Approval of Minutes**

**A. January 2022 Graduate Council Minutes**

**B. January Grad Faculty Subcommittee Minutes**

**C. Feb. 7<sup>th</sup> and Feb. 21<sup>st</sup> Grad Curriculum Subcommittee Minutes**

***Motion was made for all three items on the Consent Agenda to be approved. Motion was seconded and was then carried to approve.***

**II. Update on Graduate Faculty Status**

***It was approved that if someone had Senior status, then they would keep that Senior status till the end of their term, then be a Member. It was also discussed about how one loses their status. Dr. McGee said they would make the statement clear that before a status is removed that it needs to be brought up before Graduate Council.***

**III. SACSCOC Reaffirmation Update**

***Dr. Johnston asked council if they could come up any good examples of changes that were made to add to this SACSCOC Reaffirmation. He said he would also go back through the minutes as well. SACS is asking for examples.***

**IV. Graduate School Updates**

***Dr. McGee: We have over 900 international applications in the CRM for May 1, 2022 deadline for international students as compared to around 500 this time last year. We have the Graduate Studies Awards Ceremony coming up.***

***Dr. Kirkby: The deadline for student awards is March 1, 2022 and March 15, 2022 for the Mentor award. Ceremony is April 20, 2022.***

***Dr. Karin Bartoszuk: Would like to extend the Duolingo test scores to Summer 2023. We had no students last year.***

***Evelyn: Policies in new catalog will be linked around April 1, 2022.***

**V. Updates from Shadow Team:**

***Evelyn: Want to come up with a statement if a student is in a program and wants to pursue a certificate for that to be considered a dual degree. What constitutes an articulation agreement with this situation? The document that was attached (Articulation Agreements and Dual Degrees for Certificate) is the one discussed.***

***A motion was made, seconded, and carried to approve that document***

**VI. Updates from GPSA: Shon Wheatley conveyed to Dr. Johnston that they are getting ready to have a big transition in leadership with GPSA.**

**VII. Updates from Non-voting Members:**

***David Currie: Updating everyone on increase in Phishing attempts. He reviewed 108 Phishing messages that did slip through. Extra caution to those with Dean or Chair or Provost in their email, to keep an eye on suspicious emails. Use the Phishing button on your email.***

***Dr. Nick Hagemeyer: Lots of workshops coming up.***

***Scholarship and Innovation Festival: April 5***

***April 6 & 7: Appalachian Student Research Forum and Boland Symposium***

***April 8: 3 minute innovation talks***

## ***VIII. Announcements, Updates***

### ***Spring Graduate Council Meeting Dates***

***a. March 28, 2022***

***b. April 25, 2022 – Plan to meet in person, Location TBA***

***c. June 27, 2022***

## ***Appendix:***

East Tennessee State University

### **GUIDELINES FOR GRADUATE FACULTY APPOINTMENT**

#### **I. CRITERIA FOR APPOINTMENT**

Appointment to the Graduate Faculty is viewed as a commitment to excellence in graduate education and professional productivity. The Graduate Council establishes the guidelines for for appointment to the Graduate Faculty and makes recommendations for Affiliate Member and Member appointment.

Criteria for appointment to the Graduate Faculty include:

- Possession of the terminal degree (as defined by the discipline) from an appropriately accredited institution. If the faculty member does not hold the appropriate terminal degree or otherwise does not meet the accreditation standards for graduate faculty status in that discipline, the highest level of membership for which this faculty member may apply is Affiliate Member.
- An identified programmatic connection with graduate course work and a commitment to participation in the graduate program, which may include activities such as advising responsibilities, directing student research and scholarly activities, serving on graduate advisory committees, or teaching graduate level courses.
- Competency in teaching, as evaluated by the department chair.
- Professional productivity as demonstrated by publications, grants, research, or other scholarly and creative activities.
- Evidence of leadership at the graduate program, department, college, university, or professional level.

Particular attention will be given to the quality and depth of the faculty member's contributions to graduate education and to the quality and depth of his/her/their scholarship. **The graduate program**

**coordinator, department chair, and dean are all asked to provide narrative comments on these qualitative criteria.**

## **II. LEVELS OF MEMBERSHIP**

Graduate Faculty appointments are made at one of three levels of membership.

### **TEMPORARY MEMBER**

A part-time faculty member or member of the community who has special competencies for conduct of the graduate program may be recommended for temporary membership on the Graduate Faculty. Depending upon qualifications, a temporary member may teach graduate courses, including 4xx7/5xx7 and 4596/5956 courses, and serve on graduate student advisory committees as a supplemental member. A temporary member cannot chair graduate student advisory committees. The temporary member application is reviewed and approved by the Dean of the Graduate School.

Appointment term: 1 year (for teaching) or term of the advisory committee (for serving on advisory committee)

### **AFFILIATE MEMBER**

A full-time or adjunct faculty member who does not meet the criteria for Member status on the Graduate Faculty but who has special competencies needed in a department's graduate program may be recommended for affiliate membership on the Graduate Faculty. An affiliate member of the Graduate Faculty is eligible to teach graduate courses, including 4xx7/5xx7 and 4596/5956 courses, and serve on graduate student advisory committees as a supplemental member. An affiliate member cannot chair graduate student advisory committees. The Graduate Council reviews the applicant's credentials as documented on the application and recommends the classification of the appointment.

Appointment term: 3 years

### **MEMBER**

A full-time faculty member with a terminal degree who demonstrates productivity in graduate teaching; scholarly research, publication, and/or creative activity; directing graduate student research; serving on graduate student advisory committees; grant writing; and/or providing graduate program, department, college, university, or professional leadership is eligible for member status. A member of the Graduate Faculty is eligible to teach graduate courses, including 4xx7/5xx7 and 4596/5956 courses, and can chair or serve on graduate student advisory committees. The Graduate Council reviews the applicant's credentials as documented on the application and recommends the classification of the appointment.

Appointment term: 5 years

### **SENIOR MEMBER**

Faculty who were given Senior Member status prior to February 2022 when Graduate Council eliminated the level may hold their Senior Member status until their seven-year term ends. At the time of reappointment, they will be eligible for Member status.

## **III. APPOINTMENT AND REAPPOINTMENT**

Faculty must apply for initial appointment and reappointment to the Graduate Faculty. Appointment or

reappointment to the Graduate Faculty is dependent upon the ongoing performance of the activities required for membership. Thus, each member of the Graduate Faculty will be reviewed regularly based upon their membership level and appointment term.

The review for new applicants must take place prior to teaching any graduate classes or serving on any graduate student advisory committees. The review for reappointment must occur prior to the expiration of the current appointment. If the Graduate Faculty appointment has expired, a faculty member must apply for temporary graduate faculty status to allow them to teach graduate courses immediately *as well as* apply for reappointment as an Affiliate Member or Member of the Graduate Faculty.

A faculty member in post-retirement, or who holds retired or emeritus status, shall retain the level of graduate faculty appointment in effect at the time of retirement for the remainder of the term of that appointment. When the appointment expires, these faculty members are eligible to re-apply for appointment to the Graduate Faculty following the same procedures and guidelines as for all faculty.

When applying for initial appointment or reappointment to the Graduate Faculty, the applicant will provide evidence of active participation and competence in graduate teaching, direction of student research or creative activity, service on graduate student advisory committees, advising of graduate students, professional productivity, and/or providing department, college, university, or professional leadership. The Graduate Council reviews applications and will make one of the following recommendations to the Dean of the Graduate School: appointment as an Affiliate Member of the Graduate Faculty, appointment as a Member of the Graduate Faculty, or removal from the Graduate Faculty.

#### **A. Procedure for Appointment at the Member or Affiliate Member Level**

1. The faculty member completes an application that is routed to the appropriate graduate coordinator. Applications for appointment must include a current curriculum vitae.
2. The appropriate graduate coordinator, department chair, and college dean will comment on the quality and depth of the faculty member's contribution or potential contribution to graduate education and scholarship. Each reviewer will also recommend an appropriate appointment level based upon his/her/their review of the faculty member's credentials.
3. The application is then routed to the Graduate School, which regularly compiles applications and forwards the material to the Graduate Council. The Graduate Council reviews these applications according to a schedule published by Graduate Council each academic year and makes a recommendation for or against appointment/reappointment. This recommendation is forwarded to the Dean of the Graduate School and then to the President of ETSU, who makes the final decision concerning Graduate Faculty appointment.
4. The Dean of the Graduate School (or designee) will inform Graduate Faculty members and the appropriate chairs and deans of the date a faculty member's appointment is to expire and the links to policies and procedures and appointment materials.

#### **B. Procedure for Appointment as a Temporary Graduate Faculty Member**

1. Those who qualify for Temporary Graduate Faculty membership and who are teaching courses should submit an application for Temporary Graduate Faculty Status prior to the

- beginning of the term they will be teaching. Likewise, those who qualify and are serving on a student advisory committee should submit the application before serving on an advisory committee. A curriculum vitae is required as part of the application. The form is routed to the Department Chair.
2. The Department Chair must specify the course(s) to be taught (if any) and/or the student advisory committee on which the faculty will serve. The Department chair will also explain the appropriateness of the of the faculty member's educational qualifications and/or professional credentials to teach the requested course or serve on the committee. The form is then routed to the Dean of the Graduate School.
  3. The Dean of the Graduate School reviews and either approves or denies the request.

#### **IV. REMOVING A CURRENT MEMBER OF THE GRADUATE FACULTY**

Under rare and exceptional circumstances, a faculty member, department chair, college dean or graduate dean may petition the Graduate Council to revoke a current Graduate Faculty member's status. The Graduate Council will hold a hearing and follow due process in its decision-making process.

#### **V. EXCEPTIONS AND DEPARTMENT/PROGRAM PREROGATIVES**

Requests for exceptions to the policies and procedures herein, including a program's use of a more rigorous classification standard for faculty serving as dissertation chairs, must be submitted to the Dean of the Graduate School for approval.

#### **History**

Revised: 02/22/2022

Revised: 09/20/2016

***No other items to discuss, meeting adjourned at 1:50pm***