

## **GRADUATE FACULTY STATUS COMMITTEE MEETING**

November 2, 2017 | 2:00pm

Innovate Classroom – H. T. Sampson Library

### **MINUTES**

#### **MEMBERS PRESENT:**

Dr. Jeton McClinton, Chair

Dr. Nickolas Hill

Dr. David Akombo

\*Dr. Isiah Marshall, Jr. (reviewed applications after meeting)

Mrs. Deborah Washington, Recorder

#### **I. MEETING CALLED TO ORDER:**

- a. The meeting was called to order at 2:00pm by Dr. Jeton McClinton
- b. Dr. McClinton presented 32 applicants

#### **II. OLD BUSINESS:**

- a. History and procedures of the Graduate Faculty Status Committee (GFS) was discussed prior to applicant review.
  - All applications must be submitted to the Graduate School (GS)
  - GS will date stamp all applications
  - GS will verify applicant's academic rank through the Office of Academic Affairs
  - Applications will be entered into a spreadsheet
  - The chair will collect applications the first Tuesday prior to the Graduate Council meeting
  - The chair will conduct a preliminary review of all applications to ensure that applications are complete. If application is not complete, it will be returned to the applicant for completion.
  - If application is complete, the chair will verify that applicant meets items #6, #7 #8 & #9 qualifications.
  - The chair will verify that application is signed with appropriate signatures and prepare for committee review.
  - Each GFS member will review applications, make comments and ask questions
  - Final recommendations are voted and recorded
  - A report is presented to the Graduate Council for approval.

#### **III. NEW BUSINESS:**

- a. The following issues were discussed

#### **UNPUBLISHED ARTICLES/MANUSCRIPTS/BOOK CHAPTERS:**

The GFS committee reviewed several applicants who used the terms "forthcoming" "pending" and "working with someone on an article" to meet the criteria for scholarship. The GFS committee is recommending a policy to address these vague statements. Jackson State University's faculty handbook (JSU-FH) asks the applicant to

include a letter from the journal's Editor when articles are "forthcoming," "pending" or "in review."

**TIME BETWEEN GFS APPOINTMENTS:**

The GFS committee encountered another consistent issue whereas applicants who received GFS one to two years prior and are reapplying for the next level. The GFS recommended a policy that again follows JSU-FH, the applicant cannot include any scholarship in the new application that was used in the initial application and must serve in each capacity at least three years prior to applying for the next level.

**RECOMMENDATIONS TO BE PRESENTED TO THE GRADUATE COUNCIL FOR APPROVAL:**

1. Make the following changes to the Graduate Faculty Status application:
  - Page 6, **Approvals and Recommendations**
  - Add School of Public Health
  - Add a signature line for School of Public Health
2. Applicants with "pending" "forthcoming" or "in-review" manuscripts should include a letter from the journal's editor.
3. Applicants must serve in each GFS level for at least three years prior to applying to next status level. The applicants may not use scholarship from previous level submission.

**IV. Committee Recommendations:**

- a. Five applicants were recommended to the Graduate Council for consideration and approval. Five applicants were tabled, clarity needed publication status, time between appointments, appropriate application used for process, and incomplete applications. Twenty-one applicants were not approved because they did not meet one or two of the required criteria.

Reviewed/Recommended	
Full Graduate Faculty	0
Associate Graduate Faculty	0
Assistant Graduate Faculty	1
Adjunct Graduate Faculty	4
Denied	21
Incomplete/Returned	2
Tabled	5
<b>Total</b>	<b>32</b>

- V.** There being no further business, the meeting adjourned at 4:17pm

Approved ☐ Not Approved ☐

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Recorder/Date