

# JACKSON STATE UNIVERSITY



## **GRADUATE FACULTY MEMBERSHIP INSTRUCTIONS**

**Division of Graduate Studies**

Approved: 10/83  
Revised: 11/00, 4/06, 8/13, 10/17

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JACKSON STATE UNIVERSITY

**GRADUATE FACULTY RESPONSIBILITIES**

<b>Graduate Faculty</b>	<ul style="list-style-type: none"><li>• may teach graduate courses</li><li>• supervise masters', specialist and doctoral committees</li><li>• serve on master's, specialist and doctoral committees</li><li>• serve on the Graduate Council</li><li>• vote on nominations for the Graduate Council</li></ul>
<b>Associate Graduate Faculty</b>	<ul style="list-style-type: none"><li>• may teach graduate courses</li><li>• supervise master's, specialist and doctoral committees</li><li>• serve on master's, specialist and doctoral committees</li><li>• serve on the Graduate Council</li><li>• vote on nominations for the Graduate Council</li></ul>
<b>Assistant Graduate Faculty</b>	<ul style="list-style-type: none"><li>• may teach graduate courses</li><li>• co-supervise master's, specialist and doctoral committees</li><li>• serve on master's, specialist and doctoral committees</li><li>• attend the Graduate Council Meetings</li></ul>
<b>Adjunct Graduate Faculty</b>	<ul style="list-style-type: none"><li>• may teach graduate courses</li><li>• serve on master's, specialist, and doctoral committees</li></ul>

**PROCEDURE**

The Graduate Faculty Status Committee consists of one representative from each College at the University. The committee meets at least one work week prior to the regularly scheduled Graduate Council meetings. All applications must be submitted to the committee chairperson by the first week in each month. After careful review of each application, the committee makes a decision based on the criteria on page 2 of this document. At this point, a report is made to the full Graduate Council, who act on the recommendations of the committee.

The application process for graduate faculty status (GFS) consists of the following steps.

1. The faculty member completes the application for graduate faculty status (located online at <http://www.jsums.edu/graduateschool/509-2/>), attaches a current curriculum vitae and submits the application to the department chair.
2. The department chair reviews, approves, and forwards recommendation to the college dean.
3. The college dean reviews application(s), approves recommendation(s) and forwards to the Dean of the Division of Graduate Studies.
4. The Dean of the Division of Graduate Studies forwards all applications to the Graduate Faculty Status Committee Chairperson for appropriate action.
5. After the Graduate Faculty Status Committee has completed its deliberation, the Chair of the Committee presents a report to the full Graduate Council, who act on the recommendations of the committee.
6. The Dean of the Division of Graduate Studies notifies the Provost and Vice President for Academic Affairs.
7. The Provost and Vice President for Academic Affairs notifies the faculty member of the decision on graduate faculty status.

## CRITERIA

### I. FULL GRADUATE FACULTY

Full members of the graduate faculty must

- A. Hold a terminal degree in their area of instruction.
- B. Hold the rank of Professor, Associate Professor or Assistant Professor.
- C. Have at least five (5) years of experience in higher education including graduate teaching.
- D. Have directed graduate student research in the last five (5) years.
- E. Have published research and scholarly work during the last five (5) years, or have demonstrated comparable creative works.
- F. Provide documentation of current involvement in research and/or creative works.
  1. In disciplines where publication is the traditional outlet for scholarly work or research, the applicant must provide evidence of significant publications appearing under the imprint of recognized scholarly publishing houses or peer-reviewed journals.
  2. In disciplines such as the fine arts, where publication is not the normal or singular end product, the applicant must provide evidence of creative works accomplished during the last five (5) years. Presentation of creative works must have resulted from a judgment of quality through a peer-reviewed process.

### II. ASSOCIATE GRADUATE FACULTY

Associate members of the graduate faculty must

- A. Hold a terminal degree in their area of instruction, or a closely related field with academic qualifications of at least 18 graduate hours.
- B. Hold the rank of Professor, Associate Professor or Assistant Professor
- C. Have taught at the graduate level for at least three (3) years.
- D. Have attained a high degree of proficiency as a teacher and as a scholar (scholarly work is demonstrated by recognized research or creative works).
- E. Have published research and scholarly work, or have demonstrated comparable, creative works.
- F. Provide documentation of current involvement in research and/or creative works.
  1. In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of significant publications appearing under the imprint of recognized scholarly publishing houses or journals. Publication must have resulted from a judgment of quality through a peer-reviewed process.
  2. In disciplines such as the fine arts where publication is not the normal or singular end product, the faculty member must provide evidence of creative works accomplished during the last three (3) years. Presentation of creative works must have resulted from a judgment of quality through a peer-reviewed process.

### III. ASSISTANT GRADUATE FACULTY

Assistant members of the graduate faculty must

- A. Hold the doctorate or a degree that is terminal in the area of instruction, or a closely related field with academic qualifications of 18 graduate hours, or a combination of a terminal degree with professional qualifications in the field of application.
- B. Hold the rank of Professor, Associate Professor or Assistant Professor.
- C. Have begun teaching graduate courses in the last three (3) years.
- D. Have attained proficiency as a teacher and as a scholar (scholarly work is demonstrated by recognized research or creative works) .
- E. Indicate current involvement in research and/or creative works.
- F. Have published research and scholarly work, or have demonstrated comparable creative work(s) .
  - 1. In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of significant publications appearing under the imprint of recognized scholarly publishing houses or peer-reviewed journals. Publication must have resulted from a judgment of quality through a peer-reviewed process.
  - 2. In disciplines such as the fine arts where publication is not the normal or singular end product, the faculty member must provide evidence of creative works accomplished during the last five (5) years. Presentation of creative works must have resulted from a judgment of quality through a peer-reviewed process.

### IV. ADJUNCT GRADUATE FACULTY

Adjunct members of the graduate faculty are temporary and/or part-time professionals appointed to meet the University's need in their area of expertise and must

- A. Hold the doctorate or a degree that is terminal in area of instruction or field of study.
- B. Indicate current involvement in research and/or creative works.
- C. Have published research and scholarly work, or have demonstrated comparable creative works.
  - 1. In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of significant publications appearing under the imprint of recognized scholarly publishing houses or peer-reviewed journals. Publication must have resulted from a judgment of quality through a peer-reviewed process.
  - 2. In disciplines such as the fine arts where publication is not the normal or singular end product, the faculty member must provide evidence of creative work accomplished during the last five (5)years. Presentation of creative work must have resulted from a judgment of quality through a peer-reviewed process.

- V. Applicants who include forthcoming, pending and in review manuscripts as part of their applications, must include a letter from the journal or book Editor.
- VI. Applicants cannot use any scholarship in the new application that was used in the initial application and the applicant must serve in each capacity at least three years prior to applying for the next GFS level.