

JACKSON STATE UNIVERSITY



GRADUATE FACULTY MEMBERSHIP APPLICATION

Division of Graduate Studies

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

JACKSON STATE UNIVERSITY

GRADUATE FACULTY RESPONSIBILITIES

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

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 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(s) 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.

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NOMINATION FOR GRADUATE FACULTY MEMBERSHIP

Check type of requested appointment

- Graduate Faculty
- Associate Graduate Faculty
- Assistant Graduate Faculty
- Adjunct Graduate Faculty *(For adjunct graduate faculty ONLY, check one of the following)* Teaching External Faculty

1. Name: _____

2. Academic Rank: _____ Department: _____

3. Date of appointment to the University: _____

4. College and School: _____

5. Highest earned degree _____ Major Field _____

6. If publication is the normal outlet for scholarly work or research, list your publications for the last five (5) years appearing under the imprint of recognized scholarly publishing houses or peer-reviewed journals. Listed publications must have resulted from a judgment of quality through a peer-reviewed process. In the case of joint authors, list authors in the order shown on publication, include dates, volumes, sections and page numbers. *(List publications in the space below, and attach additional sheets, if necessary)*

*Criteria for Graduate Faculty membership are specified on the first three (3) pages of this form.

7. In the space below, provide supporting evidence including, but not limited to, published book reviews, published instructional materials, published professional reports, evidence of teaching experience in working with graduate students, i.e., direction of theses and/or dissertations, graduate course instruction, any evidence of graduate student teaching and supervision of recital or exhibition in the last five (5) years. Teaching experience must include course number, course name, semester/year taught and University. (*Attach separate sheet with additional information, if necessary.*)

8. In the space below, list papers presented at professional association meetings in the last five (5) years. (*Attach separate sheet(s)with additional information, if necessary.*)

9. *For adjunct graduate faculty request, ONLY*, the department chair or program director must provide a clear justification for the appointment and attach a letter of support on departmental letter head.

10. Attach a current Curriculum Vita.

Submitted by:

Signature of Applicant

Date

APPROVALS AND RECOMMENDATIONS

(Signatures required)

Department Chair(s)/Program Director(s)

Date

Dean of College(s)

- Business
- Education and Human Development
- Liberal Arts
- Public Service
- Science, Engineering and Technology

GRADUATE FACULTY STATUS COMMITTEE RECOMMENDATION

- APPROVED
- DISAPPROVED
- TABLED
- MODIFICATIONS NEEDED (See attached explanation)

Signature, Graduate Faculty Status Committee Chair

Date

GRADUATE COUNCIL RECOMMENDATION

- APPROVED
- DISAPPROVED
- TABLED
- MODIFICATIONS NEEDED (See attached explanation)

Signature, Graduate Council Chair

Date

ACTION OF ACADEMIC AFFAIRS

- APPROVED
- DISAPPROVED
- TABLED

Vice President for Academic Affairs

Date