

## **Membership and Categories of the Graduate Faculty**

### **I. Categories of the Graduate Faculty**

1. Albany State University (ASU) recognizes three categories of faculty that teach graduate courses: (1) Full Graduate Faculty, (2) Associate Graduate Faculty, and (3) Temporary Graduate Faculty.
2. Full Members of the Graduate Faculty serve an initial 7-year term and are eligible for reappointment for subsequent 7-year terms.
3. Associate Members serve an initial 5-year term and are eligible for only two re-appointment for a total of 15 years. Ordinarily, Associate Members are new members who have not held membership on a graduate faculty at other institutions or who need some time to develop the credentials which are necessary to qualify for Full membership.
4. Temporary Members of the Graduate Faculty are new full-time faculty or part-time faculty of Albany State University who have no prior college or limited university teaching. [Temporary members can also be faculty who are non-tenure track faculty or do not have the terminal degree in the field, who have the education and experience to teach courses or provide special expertise when full or associate graduate faculty are not available.](#)
5. Temporary Graduate Faculty can be appointed at the request of the chairperson of the department or at the request of the faculty member. [A temporary faculty member's initial appointment shall be for one year, after which temporary faculty status will be granted on a three year basis.](#)
6. Upon recommendation of the chairperson of a department and in consultation with the graduate faculty of the department offering graduate studies, a thesis or dissertation committee may temporarily include one outside member to be appointed to the graduate faculty on an annual basis in order to accommodate student researchers who need someone with special expertise as a member of the committee.
7. The President and Vice President for Academic Affairs of Albany State University are ex-officio members of the Graduate Faculty.

### **II. Appointments and Nominations to the Graduate Faculty**

1. Appointment or nomination to the graduate faculty is a prerequisite for teaching any course in which students earn graduate credit as defined by the university catalog. Appointment as Full Graduate Faculty or Associate Graduate Faculty is a prerequisite for directing a graduate thesis or serving as a dissertation advisor.

2. Applications or nominations for membership to the graduate faculty shall be submitted to the faculty member's immediate academic supervisor: (a) faculty members submit their applications to the chairperson of their department; (b) chairpersons submit their applications to their college dean; (c) deans submit their applications to the Vice President for Academic Affairs.
3. All applications or nominations are based on the criteria and procedures listed below, except that demonstration of superior teaching may be waived for an initial Temporary Graduate Faculty appointment.
4. If a faculty member is assigned to teach courses for more than one academic department, then the chairpersons and deans of all departments involved must concur with the recommendation that the faculty member hold graduate faculty status.
5. In addition, part-time faculty holding a terminal degree within an academic department offering graduate studies at Albany State University or part-time faculty who do not hold the terminal degree are eligible for appointment as Temporary Graduate Faculty if they are fully qualified by experience and/or exceptional, special expertise, as determined by (a) the Chairperson of the Department (in consultation with the graduate faculty of that department), (b) the Dean of the College/ School, (c) the Graduate Council Membership Committee, (d) the Graduate Council, and (e) the Dean of the Graduate School.

### **III. Criteria for Appointment to the Graduate Faculty**

The primary qualitative guidelines to become a member of the Graduate Faculty are:

1. To be involved in scholarly research and/or creative work;
2. To hold full-time tenure track appointment at the rank of Assistant Professor or higher at the University for at least one year;
3. To hold the terminal degree (such as the D.B.A., D.M.A., D.P.E., D.S.N., Ed.D., J.D., M.F.A., Pharm.D., Ph.D., Psych.D., Rh.D.) in the discipline or disciplines of graduate instruction;
4. To have a record of effective / superior teaching at the university level;
5. To have the ability to teach graduate students and to direct the research of graduate students;
6. To demonstrate current knowledge of and involvement with his or her field(s) by presenting documented evidence of scholarly achievement and professional competence for all categories of membership **over the previous five years** (as evidenced in the annual faculty evaluation process of each respective department or college); achievement and competence shall be indicated by activities such as credible research, peer-reviewed journal publications in their discipline areas [approved by the graduate faculty membership committee](#), at least one chapter in an academic press book publication, service as an editor or referee of a

professional periodical, paper presentation, translations, discipline-specific artistic exhibits, poetry or performances, grant applications, consulting, and community service; achievement and competence shall be complemented by service as a presenter, panel chairperson or discussant, attendance at professional meetings, membership and participation in professional societies. Specific requirements based on type of membership are shown below:

## **I. Full Graduate Faculty Membership**

### **I. Full Graduate Faculty Membership**

A. All of the following are required:

1. Doctoral/ Terminal Degree;
2. At least one year in a Tenure Track Position at Albany State University;
3. Evidence of Effective Classroom Teaching Using Students' Evaluations;
4. One Peer-Reviewed Scholarly Publication or Creative Endeavor in one's discipline, and meeting the minimum requirement on scholarship in one's college (if applicable).

B. *At least two* of the following are required:

5. One scholarly Presentation at a Professional Meeting,
6. Professional Involvement/Service; and/or
7. Service to the ASU Graduate Program. (See Attached Graduate Full Faculty Membership Review Form.)

### **II. Associate Graduate Faculty Membership**

A. *All* of the following are required:

1. Doctoral/ Terminal Degree;
2. At Least One Year in a Tenure Track Position at Albany State University,
3. Evidence of Effective Classroom Teaching Using Students' evaluations

B. *At least two* of the following are required:

1. One Peer-Reviewed Scholarly Publication or Creative Endeavor in one's discipline;
2. One Scholarly Presentation at a Professional Meeting,
3. Professional Involvement/Service; and/ or
4. Service to the ASU Graduate Program. (See Attached Graduate Associate Faculty Membership Review Form.)

### **Temporary Graduate Faculty Membership**

Temporary Graduate Faculty membership may be granted to new full-time or part-time faculty who have no prior college or limited university teaching experience.

Temporary Graduate Faculty appointments may also be requested by the Department chairperson or granted to faculty members who do not meet the eligibility requirements for Full or Associate Graduate Faculty membership.

7. An exception to the Criteria for Appointment may be granted for reasons stated in sections I.6 and II.5 of this document.

*Please note: All supporting documentation must be within the previous 5 years of application for all categories of graduate faculty membership.*

### **IV. Application or Nomination Procedure and Line of Transmission**

1. In order to be considered for Full, Associate or Temporary Membership on the Graduate Faculty at Albany State University, a member of the faculty shall submit all required materials to his or her immediate academic supervisor as specified in Section II.2 of this document.
2. When an application for membership to the Graduate Faculty is initiated by a member of the faculty, the process shall be completed in a timely manner and shall not be interrupted or stopped at any level within the line of transmission, unless the faculty member himself or herself withdraws from the process by notifying the Dean of the Graduate School during the process.
3. The immediate supervisor shall evaluate the applicant's credentials based on the criteria for membership to the graduate faculty (Section III of this document), and will forward the application or nomination following the line of transmission listed below.
4. If the immediate academic supervisor (or any other academic supervisor along the line of transmission) does not recommend the faculty member, the supervisor must clearly state in an accompanying letter, which shall be appended to the application, his or her reasons for not recommending the faculty member.
5. A member of the faculty applying for membership to the Graduate faculty may appeal the non-recommendation decision of an academic supervisor by forwarding all appropriate materials using the line of transmission for review.
6. In cases where a discrepancy of opinion is found, final approval or denial of the recommendation rests with the president of the university or his or her appointed designee.

**V. Timeline and Line of Transmission**

- 1 Two months prior to the expiration of graduate status, the Graduate School notifies current members of the graduate faculty and requests that they initiate the process for re-appointment; also two months prior to established deadlines, academic supervisors nominate faculty for appointment to the graduate faculty; faculty members must initiate the process to become members of the graduate faculty in a timely manner in order to meet established deadlines.
2. Faculty applicants who complete application materials submit them to their immediate academic supervisor. – i.e., faculty members submit their applications to the chairperson of their department; chairpersons submit their applications to their college dean; deans submit their applications to the Vice President for Academic Affairs who then submits them to the Graduate School.
3. If an application or nomination is submitted by an academic supervisor who is not a chairperson, the chairperson of the department where the faculty member may teach shall receive a copy of the application. The chairperson of a department offering graduate studies is responsible for assigning graduate courses.
4. Applications and recommendations are forwarded along the line of transmission to the appropriate immediate supervisor – i.e., chairperson, dean of the appropriate college, etc.
5. Signed and completed applications are then forwarded by the appropriate academic supervisor to the Dean of the Graduate School.
6. The Dean of the Graduate School submits all completed applications to the Graduate Faculty Membership Committee for its review and recommendation.
7. The Graduate Faculty Membership Committee Chairperson presents the list of approved and non-approved faculty to the Graduate Council for its vote.
8. The Graduate Faculty Membership Committee Chairperson signs all applications and submits all applications to the Dean of the Graduate School who signs them.
9. The Dean of the Graduate School sends written notification, with copies of the recommendations, to the faculty member and to the chairperson of the appropriate department indicating the faculty member's membership status.

**VI. Graduate Faculty Committee Membership**

1. The Dean of the Graduate School shall serve as ex-officio member of the Graduate Faculty Membership Committee;
2. The Graduate Faculty Membership Committee shall be appointed by the Dean of the Graduate School;

3. The Graduate Faculty Membership Committee shall be composed of one or two Full or Associate members from each of the colleges/schools;
4. Nominations for membership on the graduate faculty are reviewed by the Graduate Faculty Membership Committee, which forwards the recommendations about candidates to the Graduate Council;
5. The Graduate Council submits the recommendations to the Dean of the Graduate School who officially approves or denies each nomination to Full, Associate or Temporary Membership on the Graduate Faculty;
6. The Dean of the Graduate School notifies the faculty member/nominee and the faculty member's immediate academic supervisor and other members along the line of transmission – including the Vice President for Academic Affairs.

## **VII. Termination of Graduate Faculty Status**

1. Any member of the graduate faculty who desires for any reason to withdraw from the graduate faculty may do so by notifying the chairperson of his department, who will then notify the Dean of the College and the Dean of the Graduate School.
2. The department chairperson or college dean may recommend to the Graduate Council that a faculty member's status on the graduate faculty be terminated. This recommendation must be submitted with a cover sheet entitled "Termination of Membership in the Graduate Faculty at Albany State University," and a written explanation of the chairperson's or dean's reasons for termination shall be submitted to the Graduate Council for review.
3. A Full Graduate Faculty member's term expires automatically after 7 years, but by re-applying the member is eligible for reappointment for subsequent 7-year terms. *An Associate Graduate Faculty member's term expires automatically after five years, after which, they can be reappointed for another five year term or apply for full graduate faculty membership. A Temporary Graduate Faculty member, who have been at the institution for at least one year, satisfies the criteria (section I.4) and are ineligible for full or associate membership can be granted appointment as temporary faculty on a 3-year basis.*
4. In cases where a discrepancy of opinion is found, an appeal may be filled with the President of the university (or his or her appointed designee) who shall have the final decision about the disposition of the application or nomination.

## **VIII. Graduate Faculty Teaching**

1. *Your graduate faculty membership will not result in an automatic reduction in course load to engage in research and scholarship. This request must be submitted to and approved by your Dean and Chair.*

### Appendix 1. Full FACULTY MEMBERSHIP REVIEW FORM

**FULL MEMBERSHIP** (Full Membership requires that items 1-4 be satisfied. In addition, the candidate must satisfy 2 categories from items 5-7)

Category	Faculty Name	Faculty Name	Faculty Name	Faculty Name
1) DOCTORAL/ TERMINAL DEGREE				
2) TENURE TRACK POSITION				
3) EVIDENCE OF EFFECTIVE CLASSROOM TEACHING  (Students' Evaluations)				
4) PUBLISHED SCHOLARSHIP OR CREATIVE ENDEAVORS (in the discipline )				
5) PRESENTED SCHOLARLY PAPERS AT PROFESSIONAL MEETING				
6) PROFESSIONAL INVOLVEMENT/ SERVICE				
7) SERVICE TO GRADUATE PROGRAM				

### Appendix 2. GRADUATE ASSOCIATE FACULTY MEMBERSHIP REVIEW FORM

*Approved by Graduate Council, April 18, 2018*

**ASSOCIATE MEMBERSHIP** (Associate Membership requires that items 1-3 be satisfied. In addition, the candidate must satisfy 2 categories from items 4-7)

Category	Faculty Name	Faculty Name	Faculty Name	Faculty Name
1) DOCTORAL/ TERMINAL DEGREE				
2) TENURE TRACK POSITION				
3) EVIDENCE OF EFFECTIVE CLASSROOM TEACHING  (Students' Evaluations)				
4) PUBLISHED SCHOLARSHIP OR CREATIVE ENDEAVORS (in the discipline )				
5) PRESENTED SCHOLARLY PAPERS AT PROFESSIONAL MEETING				
6) PROFESSIONAL INVOLVEMENT/ SERVICE				
7) SERVICE TO GRADUATE PROGRAM				