

University of Louisiana Monroe
Graduate Faculty Membership Policy
Approved November 16, 2023

ULM is dedicated to delivering a transformative education for its students. The designation of Graduate Faculty membership is a critical aspect of this commitment, ensuring the active participation of faculty members possessing the requisite experience in mentorship, research, and practical applications. This designation empowers faculty members with the authority to guide students throughout their graduate academic journey.

The various levels of graduate faculty membership are meticulously defined to guarantee that faculty members with the necessary qualifications are involved in relevant graduate academic activities. This framework is in place to ensure a high standard of engagement and mentorship within the graduate academic community.

Graduate Faculty Status and Program Affiliation

Faculty members possessing a terminal degree or meeting SACSCOC or Program accreditation requirements are eligible to teach graduate courses, subject to approval from the School Director and Academic Dean. Administrators, as part of their job responsibilities, may assign grades for graduate internships, practica, and similar work.

For faculty engaged in advising graduate students, chairing or co-chairing thesis or dissertation committees, approval as a Research Member of the Graduate Faculty is mandatory. Those guiding graduate students on capstone projects, serving on thesis, dissertation, or comprehensive exam committees, or directing graduate student practica must obtain approval as either a Research or Academic/Clinical Member of the Graduate Faculty. This distinction ensures alignment with the specific roles and responsibilities associated with graduate student guidance and mentorship.

Graduate Faculty Designations

Faculty who have a terminal degree, or who otherwise meet SACSCOC or Program accreditation requirements, can teach graduate courses with the approval of the School Director and Academic Dean. Likewise, administrators may assign grades for graduate internships, practica, and similar work that their job duties require them to oversee. Faculty who are advising graduate students in research and chairing or co-chairing thesis or dissertation committees must be approved as a Research Member of the Graduate Faculty. Faculty who advise graduate students on capstone projects, serve on thesis, dissertation, or comprehensive exam committees, or direct graduate student practica, must be approved as either a Research or Academic/Clinical Member of the Graduate Faculty.

Graduate Faculty Designation Summary

❖ Research Member

- Purpose
 - This designation was created primarily for an individual with a strong research background in a specific content area.
 - Designed for:
 - Tenured and tenure-track full-time faculty who are fully engaged in research, teaching, and service.
 - Faculty who are not full-time ULM employees, but who may be appointed for their expertise in a particular Program.
 - Research membership is intended for full-time faculty who intend to co-chair or chair thesis, dissertation, and/or capstone project committees and adjunct faculty who intend to co-chair thesis, dissertation, and/or capstone project committees.

- Minimum Qualifications

If applying as a full-time employee:

- Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization as stipulated by accreditation organization.
- Evidence of a publication (see Appendix A) **AND** any two additional scholarly activities within the last five years **OR** a new tenure-track faculty member at ULM.

If applying as a part-time employee (adjunct):

- Evidence of one publication (see Appendix A) within the last five years **OR** record of scholarly activity or appropriate clinical experience or professional productivity (see Appendix B) within the last five years; current clinical certification or licensure as specified by the Program of appointment.

- Description of Duties

Full-time employee

- Serve as major professor.
- Chair, co-chair, or serve on thesis, dissertation, and capstone project committees.
- Chair or direct comprehensive exam committees.
- Chair clinical research committees.
- Direct practica.
- Develop graduate curricula.
- Advise graduate students.
- Serve on the Graduate Council.
- Develop graduate education policy.
- Participate in determining graduate faculty membership.
- Serve as Graduate Coordinator.
- Serve on comprehensive exam committees.

Part-time (Adjunct)

- May co-chair a thesis or dissertation committee, **but not serve as sole chair**. The other co-chair must be from the relevant Program at ULM.
- Serve on thesis, dissertation, and capstone project committees.
- Serve on comprehensive exam committees.

❖ Clinical/Academic Member

- Purpose

- This designation was created primarily for an individual with a more limited research background in a specific content area than is expected of Research Members.
- Designed for:
 - Part-time (adjunct) faculty who are not as actively involved in research.
 - Full-time faculty who are not as actively involved in research.
 - Full-time visiting faculty.
 - Administrative faculty.
 - Full-time faculty with clinical faculty appointments.
 - Visiting faculty engaged in application of clinical knowledge and practical instruction of professional students.
 - Faculty from disciplines without thesis, dissertation, and capstone committees are encouraged to apply for the Academic/Clinical designation.
- Clinical/Academic membership is for faculty who intend to chair or serve on capstone project committees or serve on thesis and/or dissertation committees.

- Minimum Qualifications

If applying as full-time faculty:

- Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization **OR** as stipulated by accreditation organization.
- A publication (see Appendix A) **OR** any two scholarly activities (see Appendix B) within the last five years that are relevant to the faculty member's discipline and to the intended supervisory position **OR** record of appropriate clinical or professional productivity (see Appendix B) within the last five years.
- Current license/certification as specified by the Program of appointment, if applicable.

If applying as part time (adjunct):

- A publication (see Appendix A) **OR** any two additional scholarly activities (see Appendix B) within the last five years that are relevant to the faculty member's discipline and to the intended supervisory position **OR** record of appropriate clinical or professional productivity (see Appendix B) within the last five years.

- Description of Duties

- Serve on thesis and dissertation committees.
- Chair and serve on capstone project committees.
- Chair and serve on comprehensive exam committees when Program does not require concurrent chairing of thesis, dissertation, or capstone committees.
- Chair clinical research committees.
- Direct practica.
- Develop graduate curricula.
- Advise graduate students.
- Serve on the Graduate Council.
- Develop graduate education policy.
- Participate in determining graduate faculty membership
- Serve as Graduate Coordinator.
- **May not act as major professor or chair thesis or dissertation committees.**

❖ Emeritus

- Purpose
 - Emeritus Graduate Faculty may retain their current status.
- Description of Duties
 - As determined by current graduate faculty status.

❖ Retired

- Purpose
 - Retired Graduate Faculty may retain their current status as graduate faculty in their original Programs for three years.
- After three years, a retired faculty may apply to renew their graduate faculty status for three to five years.
- Description of Duties
 - As determined by current graduate faculty status.

Specific degree programs vary and may have additional requirements or guidelines for Graduate Faculty membership at their level of review.

Exceptions to the specific requirements for each designation may be made in extraordinary cases. For example, full-time, non-tenured instructors with terminal degrees in their fields can serve as Research Graduate Faculty when they demonstrate a level of publication and scholarly engagement consistent with the expectations for tenured and tenure-track faculty.

Programs must first obtain approval from the Vice President of Academic Affairs to hire adjunct faculty members *before* submitting candidates to the Graduate Council for consideration.

Membership Term Limits:

Membership appointments for full-time faculty vary from a period of one to five years, as determined by the Graduate Council. Membership appointments for adjunct faculty vary from a period of one to three years, as determined by the Graduate Council

- A faculty member who has served for 20 years at a particular graduate faculty status will not have to apply for reappointment at that status. Appointment to a different graduate faculty status will require meeting the minimum qualifications.
- A Research Member whose status has changed to Clinical/Academic Member may continue to advise his/her graduate students for a period of two years but may not serve as major professor to new students until they have been approved as Research Member.

Application Process:

The Program should begin the nomination process with enough advance time to allow for completion of the application process before the prospective graduate faculty member is to serve in the desired capacity. For example, Academic Members must have successfully completed the nomination before they can serve on thesis committees. Therefore, Programs are advised to plan ahead accordingly. Programs should be cognizant of the fact that the Graduate Council meets monthly during the regular academic year beginning with University Week.

Please note that anyone who is not a full-time employee of ULM must have Adjunct Faculty status prior to being nominated as an Adjunct Member of the Graduate Faculty. Programs may submit applications for Adjunct Faculty status to their Academic Dean utilizing the "Request for Adjunct Staff Listing" form, which is then routed to the Office of Academic Affairs for approval.

Nomination

A consistent nomination process must be developed at the College level and published in the College policy statements. Nominations are forwarded through the official chain of command through the individual with evaluation authority over the faculty member to the Academic Dean's office for approval. It is imperative that the same process is followed for all candidates.

Documentation required

- a. Graduate Faculty Recommendation form (listed under Forms/GraduateSchool), with complete signatures
- b. A signed letter of nomination from the Graduate Coordinator or appropriate supervisory authority, routed through the School Director and Academic Dean

- c. *A curriculum vitae* – at minimum a CV must include items with dates including a) current and relevant past employment; b) education; c) certifications if applicable; d) list of publications; e) list of presentations and/or other scholarly activities; f) evidence of professional productivity and/or service
- d. For part-time (adjunct) faculty – signed Request for Adjunct Staff Listing for the University Catalog

Approval Process

- a. The Academic Dean reviews the recommendation and may choose to support or reject the recommendation.
- b. If the recommendation is supported, the application materials are signed by the Academic Dean and forwarded to the Graduate School for consideration by the Graduate Council, seven (7) days prior to a regularly scheduled meeting at the latest.
- c. If the Academic Dean rejects the application, application materials will then be returned to the School/Program per chain of command.
- d. The School Director or person with evaluation authority over the candidate communicates the decision to the candidate.

Graduate School/Graduate Council

- a. The Graduate School receives applications and posts the application materials on Moodle, Teams, or Canvas for review by the Graduate Council
- b. The Graduate Council reviews the applications and recommends either granting or denying Graduate Faculty status.
- c. The Dean of the Graduate School reviews the applications and recommendations of the Graduate Council. In cases when the Dean of the Graduate School approves or denies the application, which may in extraordinary cases differ from the decision of the Graduate Council, he or she communicates the decision to the Faculty member, appropriate School representative per the chain of command, and the Academic Dean of the faculty member. The Dean of the Graduate School may also return the application to the Graduate Council for further consideration.
- d. Application materials are returned to the Academic Dean, who then returns them to the appropriate School/Program representative per chain of command.
- e. The Graduate School updates the Graduate Catalog to reflect Graduate Faculty personnel changes.
- f. The month and year of appointment of graduate faculty status will be kept as record in at the Graduate School. Programs are advised to keep records of the month/year of nomination, since graduate faculty status will expire and require renewal.

Possible Responses

- Approved at requested status
The faculty member is approved at the requested status.
- Approved at requested status pending additional documentation
The faculty member is approved at the requested status provided that the nominator supplies missing documentation and/or clarifies details of the application about which the Graduate Council had questions.
- Returned for revision
The application is insufficient for approval at the requested designation and is returned to the nominator for revision.
- Denied
The faculty member is not granted Graduate Faculty status.

Appeal Process

If the Graduate Council denies an application for Graduate Faculty membership, the affected faculty member may appeal the decision to the Dean of the Graduate School. To appeal a decision of the Graduate Council regarding the ULM Graduate Faculty Membership Policy, a request for review can be implemented using the following procedures.

- a. If a faculty member believes that the submitted documentation was incorrectly interpreted, improperly resulting in denial of a specific designation, he or she can send a memo to the Graduate Council Chair explaining the reason he or she thinks the decision was in error.
- b. If a faculty member or nominator determines that the Graduate Council denied membership for a specific designation because relevant qualifications were omitted from or were unclear in the application materials, an amended application can be submitted with guidance from the Graduate Council Chair.
- c. If the Graduate Council denies Graduate Faculty status due to deficiencies in an applicant's qualifications, but the denial results in a hardship for the operation of a Program, the nominator can request a waiver of a single semester while an appropriate instructor is sought or the applicant works to meet guidelines. To request a waiver, the nominator must submit a statement that addresses the immediate need, the reasons why the appropriate faculty are not available, and the expectations for finding an appropriately qualified candidate.

Renewal of Graduate Faculty Status

Full-time faculty members' Graduate Faculty membership automatically expires at the conclusion of a five-year term from their initial appointment, with exceptions as outlined above. To continue their membership, faculty must undergo a reapplication process for another five-year term.

The Graduate School will communicate the impending expiration of a faculty member's five-year term to the respective School Director or the individual with direct supervisory authority. This notification will include details on the renewal process. It is important to note that Program guidelines must meet the minimum criteria set by the Graduate School. While each Program may establish its own guidelines for membership renewal, they must be approved by both the Graduate School and Academic Affairs.

Given the diverse nature of scholarly activities across the academic disciplines, Programs have the flexibility to implement guidelines that suit their specific needs, even opting for more stringent criteria if desired. In the absence of established Program performance indicators or protocols, the default protocol outlined by the Graduate School will be applied, and administration will be overseen by the Graduate Council.

Renewal Process

Faculty members may reapply and be reappointed to their current status if minimum qualifications are met. Each Program/School will review a faculty member's application for a renewed five-year term for Graduate Faculty membership.

- a. At the start of each term, the Graduate School will notify Program Coordinators/School Directors of faculty whose Graduate Faculty membership will expire at the end of that term.
- b. Program Coordinators will submit applications to the School Director or appropriate designated personnel in the Academic Dean's office.
- c. The Academic Dean will review the request and make a recommendation to the Graduate School to either award or deny Graduate Faculty membership.
- d. In the case of a denial, the Academic Dean or School Director counsels the applicant regarding the deficiencies in the application as guidance for future application for Graduate Faculty status.

- e. In the case of acceptance, the Academic Dean submits the renewals to the Graduate Council for approval or denial.
- f. Considering the recommendation of the Graduate Council, the Dean of the Graduate School accepts or denies the request.
- g. The Dean of the Graduate School communicates the final decision to the faculty member and his/her School Director and Academic Dean.
- h. In the case of a denial, the Graduate School Director counsels the applicant regarding any deficiencies in the application, as guidance for future application for Graduate Faculty status.
- i. Appropriate changes are made to the Graduate School website by the Graduate School.
- j. The month and year of appointment of graduate faculty status will be kept as record at the Graduate School and will be made available to the Academic Deans at the beginning of each academic year.
- k. The Graduate Council may dedicate a special meeting twice a year during the final exam periods in December and May to review all renewals for graduate faculty.

Appendix A: Publications (Discipline-related published or accepted):

- Peer-reviewed journal articles, or publications in non-peer-reviewed journals that discuss clinical techniques/practices, methods of or standards in clinical supervision, or standards of practice
- Books (can be accepted from the previous five-year period)
- Book chapters
- Monographs
- Patents
- Editing scholarly collections
- Production of artistic works
- Composition of musical works
- Regional or national *juried* performances or exhibits
- Peer-reviewed accreditation reports
- Textbooks

A dissertation or thesis is *not* considered to be a publication.

Appendix B: Additional Scholarly Activities and Professional Productivity

Scholarly Activity

- Submission of application for externally funded grant
- Externally funded grant
- Review of scholarly work (articles or books)
- Journal Editing
- Invited artwork
- Juried artwork
- Service on editorial boards
- Reviewing external grant proposals
- Research presentations at local, state, regional, and national professional meetings
- Research presentations accepted at local, state, regional, and national professional meetings
- Hosting of academically-oriented podcasts
- Maintenance of scholarly websites devoted to the applicant's field of study
- Guest appearances on electronic media directed at academic audiences

- Pedagogical research
- New course development

Professional Productivity

- Non-research professional conference presentations
- Leadership in professional policy
- Leadership in professional development within the discipline
- Community education workshops attended or within the discipline
- Consulting within the profession
- Leadership in a professional association (each organization would count as one instance)
- Judge at juried competitions
- Curriculum and Program development
- Production of non-textbook instructional materials, such as videos and learning management systems
- Clinical workshops offered for professional practitioners
- Professional consultation; service on state or regional licensing/certification boards
- Service on committees and boards of professional organizations relevant to the applicant's discipline
- Outreach activities to service organizations and civic groups
- Evidence of recognition by peers for faculty (invitations to the following: presentations at professional meetings and workshops; editorials; editorial boards; leadership in professional organizations)
- Record of significant performance and/or exhibition contributions (including but not limited to professional performance and master classes)
- Record of significant administrative experience in an educational setting
- Service on search committees for senior administrators of the University
- Leadership on University councils and major committees
- Attend appropriate continuing education workshops to support clinical or academic specialties