

August 1, 2018

**MORGAN STATE UNIVERSITY ACADEMIC AFFAIRS POLICY ON THE DESIGNATION OF
GRADUATE FACULTY**

Title: *Policy on the Designation of Graduate Faculty*

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Responsible Offices: Academic Affairs, School of Graduate Studies, all other schools and the college

Document Responsibility: Office of the Provost/ Senior Vice President for Academic Affairs (SVPAA); School of Graduate Studies (Dean)

References: **Policies on Joint appointments in** Morgan State University Guidelines on Graduate Faculty Designation in Faculty Handbook (v.2009)

Effective Date: *August 1, 2018*

Supersedes all prior policy defining Graduate Faculty.

Signature: _____

Date: _____



Morgan State University Academic Affairs Policy on the Designation of Graduate Faculty

Approved by the Academic Affairs Dean's Council August XX, 2018

1. Purpose

The purpose of the **MORGAN STATE UNIVERSITY ACADEMIC AFFAIRS POLICY ON THE DESIGNATION OF GRADUATE FACULTY** is to establish standards for designating qualified faculty as members of the “Graduate Faculty” in the University. These standards are intended to ensure the ongoing success of graduate education by identifying faculty who maintain robust levels of research, scholarship, and/or creative activity, support delivery of high quality graduate-level courses, actively engage in scholarly advising of graduate students, and are fully engaged in the graduate community at Morgan State University.

2. Definitions

The following definitions of certain terms are used in this Policy.

- 2.1. *School*: Shall individually or collectively mean Morgan State University’s College of Liberal Arts, School of Architecture and Planning, School of Business and Management, School of Community Health and Policy, School of Computer, Mathematical and Natural Sciences, School of Education and Urban Studies, School of Engineering, School of Global Journalism and Communication, School of Graduate Studies, and School of Social Work.
- 2.2. *University*: Shall mean Morgan State University.
- 2.3. *Provost*: Shall mean Morgan State University’s Provost/Senior Vice President for Academic Affairs.
- 2.4. *Graduate Council*: The body of designated graduate faculty, graduate coordinators, and administrative officers as designated by Deans of the Schools.

3. Policy Statement

Morgan State University is committed to recruit, develop, and retain the most qualified faculty to teach and to guide the research of students admitted to the School of Graduate Studies. Such faculty are expected to be actively engaged in research, publication, teaching graduate courses, guiding research for master’s theses and doctoral dissertations, and performing service to the University. Faculty who meet these criteria and other requirements outlined in this policy are eligible to be recognized by the University with the designation of “*Graduate Faculty*.”

4. Designation Levels

The designation as Graduate Faculty shall be at *Full* or *Affiliate* levels.

4.1. Full Graduate Faculty

For designation as Full Graduate Faculty, one must be a tenured faculty member at the University in the rank of Associate Professor or Professor. For Full designation the faculty member must possess the terminal degree in the discipline in which they are teaching at the University. In addition, the tenured faculty member must have an ongoing research program and have (or be scheduled to have) graduate teaching and advising assignments. This designation is restricted to tenured faculty who have a locus of appointment in a department with a graduate program.

4.2. Affiliate Graduate Faculty

For the Affiliate Graduate Faculty designation, the individual must possess the appropriate credential in the discipline or in an appropriately related discipline at the University. For designation as Affiliate Graduate Faculty, one may have a faculty appointment at the University (see Morgan State University Policy and Procedures for Appointment, Promotion, Tenure for all faculty ranks). Faculty who are tenured and hold appointments in departments that do not have graduate programs are only eligible for Affiliate status.

4.3. Restriction of the Designation to Morgan Faculty

Any individual with the appropriate credentials and experience may be assigned to serve in one of the roles of graduate faculty (such as serving as committee member) upon the appropriate review and approval of the program, academic dean, and dean of the School of Graduate Studies. However, the designation of Graduate Faculty (Affiliate or Full) is reserved for individuals qualified as faculty in accordance with University policy.

5. Designation Procedure

Designation as Graduate Faculty is not conferred by default upon appointment and/or receiving tenure or promotion at the University. Faculty members seeking to teach graduate courses on a recurring basis and to advise master's and doctoral students must follow the "Graduate Faculty Designation Guidelines and Procedures" and apply for such designation. The Dean of the School shall recommend the appropriate designation to the Dean of the School of Graduate Studies who shall review and forward the nomination packet with recommendation to the Provost who, in turn, shall review and grant the official designation, if warranted.

The School of Graduate Studies shall maintain a record of the members of the Graduate Faculty, their designations, and their terms of appointment. This record shall be published on the Graduate Catalog and any of its derivatives as appropriate.

6. Term

Graduate Faculty designations are for renewable five (5) year terms beyond the initial term of appointment, or for the duration of the appointment at the University whichever ends first. Graduate Faculty wishing to renew their designation for another term must apply for renewal following the “Graduate Faculty Designation Guidelines and Procedures.” If the faculty member’s faculty appointment at the University is terminated or not renewed for any reason, this designation is terminated automatically.

7. Responsibilities, Privileges, and Instructional Load

The instructional load requirement for Graduate Faculty members is set in accordance with the University's workload related policies, as may be amended by University governing bodies. Any designations in the workload policy referring to Graduate Faculty require the official designation as recorded by the School of Graduate Studies.

7.1. Responsibilities

In addition to the university-wide service requirements, Graduate Faculty must participate in the committees of the Graduate Council. The Dean of the School of Graduate Studies will assess the overall committee service needs and distribute a notice of needed participants for the standing committees of the Graduate Council and any Ad Hoc committees or Task Force committees in each year. The Dean shall maintain a record of that participation.

Graduate Faculty are also expected to sustain a program of research, scholarship, and/or creative activity appropriate to the discipline of the faculty appointment. This research is expected to be at a level of prominence consistent with the research mission of the University.

Graduate Faculty must participate in graduate student advisement, thesis and dissertation committees (where appropriate), comprehensive and/or qualifying exam administration, and in general, the work of preparing graduate students for success.

7.2. Privileges

The designation of Graduate Faculty shall convey the following privileges to its members:

- i) teach graduate level courses;
- ii) serve as members/reviewers on graduate students' project, thesis, or dissertation committees;
- iii) serve as Chair in the master's committees and/or master's thesis research committees;
- iv) serve as Chair in the doctoral committees and/or doctoral dissertation research committees;
- v) vote on matters submitted to the graduate faculty.

Full Graduate Faculty members are eligible to engage in items i) through v) as governed by the specific regulations and procedures for each.

Affiliate Graduate Faculty members are eligible to engage in items i) and ii) as governed by the specific regulations and procedures for each. With the recommendation of the Department Chair and Dean of the School, the Dean of the School of Graduate Studies can extend the responsibilities of an Affiliate Graduate Faculty to items iii) and iv) (serving as chair of committees). This added responsibility must apply to a specific case and not be a permanent arrangement (i.e., permission to chair a dissertation is granted for chairing a specific dissertation). Voting rights (item v, above) cannot be extended to Affiliate Graduate Faculty. **Per Section 4.3 above, any individual without faculty status is eligible to be appointed to serve in one of the roles and can only be assigned to serve that role in a specific case. Each instance requires approval as articulated above in Section 4.3.**

7.3. Instructional Load

To be eligible for the reduced Graduate Faculty teaching load based on the University's workload related policies, a faculty member must have current official designation as a member of the Graduate Faculty. The absence of the designation does not bar the faculty from teaching a graduate course.

8. Removal of Graduate Faculty Designation

The designation of Graduate Faculty member may be revoked by the Provost upon recommendation of the Department Chair and/or the School Dean and/or the Dean of the School of Graduate Studies. This recommendation shall be based on the circumstances where in the faculty member has failed to perform the duties expected of a Graduate Faculty member and may also involve evidence of inappropriate academic conduct and/or inappropriate professional ethics that includes, but is not necessarily limited to, fraud, fabrication, falsification, plagiarism, or other violations of University Policy. In appropriate circumstances, Graduate Faculty members designated as Full Graduate Faculty may be reduced to Affiliate Graduate Faculty designation.

9. Appeal Procedure

Appeals of the decision of the Provost to deny the designation of a nominee as Graduate Faculty, and appeals of the decision to revoke the status of one previously designated as Graduate Faculty, shall be directed in writing by the Dean of the School of Graduate Studies. The Dean of the School of Graduate Studies will then implement the appeals process as outlined in the "Graduate Faculty Designation Guidelines and Procedures."