

Proposed Changes to section 6.11 of the Faculty Manual: Graduate Faculty (approved by Graduate Council, 2/5/2020)

Faculty involved in teaching graduate courses or mentoring graduate students must be designated as members of the Graduate Faculty. The three categories of Graduate Faculty are Member, Affiliate Member, and External Graduate Committee Member. Graduate faculty must have a terminal degree in the teaching discipline or a related discipline, or alternative qualifications as stipulated in ACAD 118. Eligibility and additional selection criteria for each category are as follows:

1. **Member**

i. *Eligible to:*

- a. Teach graduate courses in the member's area of expertise
- b. Direct theses and dissertations or other culminating assessment requirements, serve on thesis and dissertation committees, and comprehensive, qualifying, or similar examination committees, in the member's area of expertise, as appropriate.
- c. Serve on Graduate Council

ii. *Criteria for Selection:*

- a. Appointment at CCU at the rank of Assistant Professor/Assistant Librarian or above. In some cases, a qualified Lecturer or Senior lecturer may be appointed.
- b. Evidence of professional or scholarly/creative activities and/or experience in discipline (as evidenced by some of the following: consultancies, performances, published work, work presented at professional meetings, grant applications, faculty development, serving as an officer in a professional society, graduate courses taught, theses directed, etc.)

2. **Affiliate Member**

i. *Eligible to:*

- a. Teach graduate courses in the member's area of expertise
- b. Serve on thesis and dissertation committees or other culminating assessment committees, and comprehensive, qualifying, or similar examination committees, in the member's area of expertise, as appropriate.

ii. *Criteria for Selection:*

- a. Appointment at CCU in one of the following categories: lecturer, senior lecturer, instructor, senior instructor, visiting faculty employed on a full-time basis; faculty employed on a part-time or temporary basis; non-teaching staff members; retired faculty; other qualified professionals with expertise in a scholarly discipline or professional field.

3. **External Graduate Committee Member**

i. *Eligible to:*

- a. Serve on thesis and dissertation committees or other culminating assessment committees, and comprehensive, qualifying, or similar examination committees, in the member's area of expertise, as appropriate.
- ii. *Criteria for Selection:*
 - a. Not a full or part time CCU faculty member

Members and Affiliate Members are expected to actively participate in the graduate program and maintain a high level of professional competence in the member's discipline. Active participation may include various combinations, as appropriate, of graduate teaching, graduate research, mentoring of graduate thesis/dissertations students, and service to graduate programs. Teaching loads for graduate faculty are determined by the Dean of the College in consultation with the Department Chair/Supervisor. Adjustments, where appropriate, may vary depending on various criteria, such as expectations for research, scholarship, or creative works, external funding levels and expectations, class size, course format and activities, mentoring loads for thesis, dissertation, and internship students, contributions to departmental or university initiatives and administrative needs, or other reasons approved at the departmental and college level.

Member and Affiliate Member graduate faculty are appointed for a 6-year term or until their next promotion and tenure review, whichever is first. Renewal applications for graduate faculty status, if desired, should be submitted by the faculty member concurrent with scheduled promotion and retention applications, or after 6 years if no promotion is scheduled. Both initial appointments and renewals for Graduate Faculty status should be submitted using the Graduate Faculty Membership Application and Renewal Form. Initial appointments can be initiated (1) by the department at the time of initial hire, (2) by the faculty member at any time, but no more than once per year, or (3) in the case of External Graduate Committee Members, by the faculty chair of a student's thesis or dissertation committee. The form requires submission of a C.V. and, for Members and Affiliate Members, approval by the department, the college graduate committee, the department's dean/University Librarian, and the dean of the College of Graduate Studies and Research. Departments or colleges may specify in their own guidelines the criteria for departmental approval (e.g. chair or program coordinator recommendation, majority vote of all or some defined subset of departmental faculty, etc.). For External Graduate Committee Member applications, approval is only required from the thesis/dissertation committee chair, the graduate program coordinator/director, and the respective program dean, and the appointment is for the duration of the student's degree program. College deans/University Librarian maintain the option to appoint Graduate Faculty within their units depending on program needs as articulated by graduate program coordinators/directors and may consider historical contributions to graduate study in the appointment process.

Non-reappointment to the graduate faculty may be for any of the following reasons:

1. Omission of supporting evidence for review
2. Lack of maintaining appropriate levels of professional or scholarly/creative activities in one's discipline; or
3. Inactivity in graduate education

When a recommendation for non-reappointment is made, or when an initial application is denied, a faculty member may resubmit their application for reconsideration by adding a letter of explanation to

the original application form and resubmitting the application for review by the college graduate committee, the college dean/University Librarian, and the dean of the College of Graduate Studies and Research. Resubmission of an application or renewal for graduate faculty status must be submitted within thirty days of notice of the decision to deny the application, and a final decision should be rendered within 30 days of the resubmission.

Current wording of Section 6.11

6.11 Graduate Faculty

Faculty involved in teaching graduate courses or mentoring graduate students must be designated as members of the Graduate Faculty at CCU and should have one of the following credentials: an earned doctorate/terminal degree in the teaching discipline or a related discipline or possess alternative qualifications as stipulated in ACAD-SENA 118. While the specific requirements may vary by college or academic program, individuals applying for membership to the Graduate Faculty at CCU must demonstrate:

- Potential and planned contributions to graduate studies, and
- Sustained contributions to the discipline through research, scholarship or creative activity, or
- Sustained professional activity, or
- Unique expertise.

Faculty submit a current C.V. to the Dean of the College/University Librarian with a cover letter describing (1) which items on the C.V. are relevant to the graduate degree program(s)/courses offered in the college and (2) plans for future contributions to graduate studies. The appropriate Graduate Studies committee of each College reviews the applications and makes recommendations to the Dean of the College/University Librarian. The Dean/University Librarian reviews the recommendations and informs the faculty whether or not they have been appointed to the Graduate Faculty. The Dean of the College/University Librarian maintains the option to appoint Graduate Faculty depending on program needs as articulated by Program Coordinators/Directors and may consider historical contributions to graduate study in the appointment process. The term of appointment to the Graduate Faculty is for 3 years, after which faculty must reapply.

Upon appointment and reappointment to the Graduate Faculty, each faculty member will be awarded a stipend. The Office of Graduate Studies will maintain and distribute as needed the current listing of Graduate Faculty at CCU. All new faculty members hired will be reviewed during the first semester of employment and will be notified by the Dean/University Librarian regarding their Graduate Faculty status before the end of that first semester. College representatives to Graduate Council must be members of the Graduate Faculty (4.7.10 Graduate Council, p. 22).

Current Wording of Policy ACAD-118, Faculty Qualifications

SUMMARY:

To ensure the highest quality of instruction for students attending Coastal Carolina University, those faculty and associated faculty teaching baccalaureate, postbaccalaureate and graduate courses must have the following credentials.

POLICY:

I. POLICY

- A. Policy for teaching undergraduate courses:
Faculty and associated faculty teaching undergraduate courses must have one of the following credentials:
 1. Terminal or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
 2. Alternative qualifications as stipulated in section C, below. Stipulation: Each undergraduate major must have at least 25 percent of the credit hours in the discipline taught by faculty members holding the terminal degree, usually an earned doctorate in the discipline or the equivalent of the terminal degree.

- B. Policy for teaching graduate/courses:
Faculty and associated faculty teaching graduate courses must be designated as members of the graduate faculty at CCU, and have one of following credentials:
 1. An earned terminal degree in the discipline or in a related discipline.
 2. Alternative qualifications as stipulated in section C, below.

- C. Policy for alternative qualifications:
 1. Applicant must submit alternative qualification documentation to the department chair. Alternative qualifications include but are not limited to:
 - a. Other coursework and concentrations
 - b. Certificates or diplomas
 - c. Professional licensure or certification
 - d. Special training
 - e. Documented excellence in teaching in the discipline
 - f. Honors, awards or special recognitions
 - g. Related work experience; and/or
 - h. Other documented teaching competencies and achievements
 2. The chair of the department will submit the documentation and a letter to the dean of the appropriate college justifying the applicant's qualifications.
 3. The dean of the college will evaluate and submit the documentation and letter to the Provost.
 4. The provost determines the relevance of the qualifications when alternate qualifications are being used to determine faculty qualification.