



Application for Graduate Faculty Status

Applicant's Name: _____ Shepherd ID _____

Highest Degree: _____ Date/Institution: _____

Faculty Rank: _____ Department: _____ School: _____

E-mail address: _____ Status: Tenure-track _____ Clinical _____ Other _____

External applicants: Please list institutional or company affiliation:

Name: _____

Address:

Membership categories: _____ Graduate Faculty _____ Affiliate Graduate Faculty

Explanation of Scholarship Qualifications

To remain current and adept in the discipline, graduate faculty must demonstrate evidence of currency (defined as within the last *five* years), in the area of scholarship and creative activities. While criteria for promotion and tenure for full-time tenure-track faculty are outlined in the faculty handbook (<http://www.shepherd.edu/employees/senate/documents/handbook.pdf>), the expanded definition of scholarship as outlined by Boyer in the 1997 text ***Profile of a Quality Faculty Member*** covers outcomes in four basic areas: discovery, integration, application, and teaching. This flexible framework allows for all forms of scholarship to be recognized, evaluated and rewarded for graduate and affiliate graduate faculty. This flexibility allows for a more personal approach to each faculty member's individualized professional development.

In addition to the traditional research in the area of *discovery*, there is the possibility to make connections across disciplines with *integration*, societal and professional connections in *application*, and finally *teaching* as being at the heart of scholarship.

*Please attach a copy of your latest annual report and/or curriculum vitae to your application.

Table 1: Boyer Model of Scholarship

Type of Scholarship	Purpose	Performance outcomes
DISCOVERY	Build new knowledge through traditional research.	<ul style="list-style-type: none"> •Publishing in peer-reviewed forums. •Producing and/or performing creative work within established field. •Creating infrastructure for future studies.
INTEGRATION	Interpret the use of knowledge across disciplines.	<ul style="list-style-type: none"> •Preparing a comprehensive literature review. •Writing a textbook for use in multiple disciplines. •Collaborating with colleagues to design and deliver a core course.
APPLICATION	Aid society and professions in addressing problems.	<ul style="list-style-type: none"> •Serving industry or government as an external consultant. •Assuming leadership roles in professional organizations. •Advising student leaders, thereby fostering their professional growth.
TEACHING	Study teaching models and practices to achieve optimal learning.	<ul style="list-style-type: none"> •Advancing learning theory through classroom research. •Developing and testing instructional materials Mentoring graduate students. •Designing and implementing a program level assessment system.

Table 2: Graduate Faculty Membership Categories

Membership	Qualifications	Duties & Privileges*	Review and Renewal
Graduate Faculty <i>*Graduate Faculty may participate in any or all duties and privileges.</i>	<ul style="list-style-type: none"> • Hold a terminal or earned doctoral degree. • Hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University. • Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for scholarship. 	<ul style="list-style-type: none"> • Propose, design and teach graduate-level courses, including thesis research, scholarly research projects, and supervision of other graduate projects and internships. • May serve on or chair thesis committees and comprehensive examination committees. • May serve as a graduate student advisor. • May serve on the Graduate Council, and may vote in elections pertaining to Graduate Council and graduate education. 	Membership as a graduate faculty member is to be reviewed for renewal every <i>five</i> years. The result of this review may be: <ul style="list-style-type: none"> • Continued status as Graduate faculty. • Revocation of Graduate Faculty Status.
Affiliate Graduate Faculty <i>*Affiliate Graduate Faculty may participate in any or all duties and privileges.</i>	<ul style="list-style-type: none"> • Hold an earned masters, doctoral or terminal degree and/or specialized certifications. • Hold an adjunct appointment at Shepherd University, or is a professional in the field with specialized knowledge or experience. • Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for scholarship. 	<ul style="list-style-type: none"> • May teach graduate-level courses, excluding thesis research. • May in consultation with the appropriate Graduate Program Coordinator, Graduate Dean and Graduate Council, participate in curricular proposals. • May serve on, but not chair thesis committees and comprehensive examination committees. • May direct internships. • May not serve on Graduate Council or its committees, but may serve on programmatic faculty groups and advisory councils. 	Membership as an affiliate graduate faculty member is to be reviewed for renewal every <i>two</i> years. The result of this review may be: <ul style="list-style-type: none"> • Continued status as Affiliate Graduate faculty. • Revocation of Affiliate Graduate Faculty Status.

I. DISCOVERY & INTEGRATION: List scholarship outcomes in the area of research, publications and grants during the last *five* years, as well as cross disciplinary or collaborative efforts in your course development, assignments or other presentations. You may also attach these as a separate document.

II. APPLICATION & TEACHING: List service to professional and/or community organizations, committee membership, advisement or mentoring of students, and assessment or efforts that have led to innovative teaching practices during the last *five* years. Please attach these as a separate document.

III. Summary and appraisal of recommendation by Department Chair person:

Signature	Date

III. Summary and appraisal of recommendation by School Dean:

Signature	Date

IV. Summary and appraisal of recommendation by Graduate Dean:

Signature	Date

Applicant Name (print)

Applicant Signature

Provost

Date approved

Graduate Faculty Status and Qualifications

Graduate faculty play an essential role in graduate education. They are responsible for program content, serve on graduate student committees, and, they assure the quality of preparation of Shepherd University's graduates. Service as a graduate faculty member, member of the graduate council or other graduate faculty committee should be recognized in the faculty member's annual report, as well as any applications for pre-tenure, tenure, and promotion.

Schools and graduate program coordinators should develop an appropriate timeline for recommending graduate faculty. Faculty applications are reviewed by the department chair for recommendation, and upon approval are submitted to the school dean, dean of graduate studies and finally approval by the Provost.

Graduate Faculty Qualifications

- a.) Hold a terminal or earned doctoral degree.
- b.) Hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.
- c.) Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for Scholarship and/or demonstrated competencies and achievements of related work or professional experience.

This information is found in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, graduate faculty status. *These initial criteria and any subsequent amendments or changes are subject to approval of the Graduate Council.*

- d.) Duties & privileges: (*Graduate faculty may participate in any or all of these privileges.*)
 - Propose, design and teach graduate-level courses, including thesis research, scholarly research projects, as well as supervision of other graduate projects and internships.
 - Serve on or chair thesis committees and comprehensive examination committees.
 - May serve on the Graduate Council, and may vote in elections pertaining to Graduate Council and graduate education.
- e.) Review & Continuance: Membership as a graduate faculty member is to be reviewed for renewal every *five* years. The result of this review may be: Continued status as graduate faculty or revocation of graduate faculty status.
- f.) Appeal Process: In the case of removal from the Graduate Faculty list, or drop in rank, a faculty member may appeal the decision in the following manner:
 - Submit their explanation in writing no later than ten business days after receiving the decision from the Dean of Graduate Studies and Continuing Education to both the Graduate Dean and the Provost.

- A final decision will be made by the Dean of Graduate Studies and Continuing Education and the Provost. All decisions are final.

Affiliate Graduate Faculty Qualifications

Schools and graduate program coordinators should develop an appropriate timeline for recommending affiliate graduate faculty. Faculty applications are reviewed by the department chair for recommendation, and upon approval are submitted to the school dean, dean of graduate studies and finally approval by the Provost.

- a.) Hold a masters, terminal or earned doctoral degree.

These may include the following individuals who hold the necessary degree qualifications:

- Faculty or staff holding non tenure-track appointments.
- Emeritus faculty members may remain as affiliate graduate faculty, subject to review.
- Off-campus professionals willing to participate in graduate education may be affiliate graduate faculty, but may not chair student committees (exceptions require approval of the graduate program coordinator and graduate dean).

- b.) Do not hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.

- c.) Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for scholarship and/or demonstrated competencies and achievements of related work or professional experience.

This information is found in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, affiliate graduate faculty status. *These initial criteria and any subsequent amendments or changes are subject to approval of the Graduate Council.*

- d.) Duties & privileges: (*Affiliate graduate faculty may participate in any or all of these privileges.*)

- May teach graduate-level courses, excluding thesis research.
- May in consultation with the appropriate Graduate Program Coordinator, Graduate Dean and Graduate Council, participate in curricular proposals.
- May serve on, but not chair thesis committees and comprehensive examination committees.
- May direct internships.
- May not serve on Graduate Council or its committees, but may serve on programmatic faculty groups and advisory councils.

- e.) Review & Continuance: Membership as an affiliate graduate faculty member is to be reviewed for renewal every *two* years. The result of this review may be: continued status as Affiliate Graduate faculty or revocation of Affiliate Graduate Faculty Status.
- f.) Appeal Process: In the case of removal from the Affiliate Graduate Faculty list, a faculty member may appeal the decision in the following manner:
- Submit their explanation in writing no later than ten business days after receiving the decision from the Dean of Graduate Studies and Continuing Education to both that Dean and the Provost.
 - A final decision will be made by the Dean of Graduate Studies and Continuing Education and the Provost.
 - All decisions are final.
- g.) Degree Candidates: Normally, no candidate for a degree at Shepherd University may be a member of the graduate faculty. Individuals seeking exceptions to this policy must submit a graduate faculty application and petition to the graduate dean.
- h.) Exceptions: The dean of school will justify qualifications for related field and post-doctorate experience for each teaching assignment through supporting documentation of related field experience specifically related to the course(s) the faculty member will teach, as well as supporting documentation of high-level professional or noncredit academic experience.

Promotion & Tenure for Graduate Faculty

A candidate for pre-tenure review, promotion or tenure will submit an application by the established deadline to the department chair, who will forward it to School PT committee. If the candidate holds graduate faculty status, the department will notify the graduate dean of the application, giving him or her an opportunity to provide any information that he or she may have bearing upon tenure.

Graduate Faculty Workload

- Graduate courses wherever possible should be taught in load as part of the full-time faculty member's teaching load for the fall or spring semesters.
- Exceptions or justifications for graduate courses taught as an overload may be granted under the following circumstances:
 - The overload is an independent study or low-enrolled course. For the graduate program, this is defined as a course with less than 4 students.
 - The course is part of the core curriculum for a graduate program and will ensure students' progression towards degree completion in a timely manner.
 - The course is an internship, study-abroad or other course where the role of the faculty member is administrative.

- In determining the workload for the semester, the faculty member should work with the department chair to determine reassigned time for curricular development, assessment models, and research initiatives. Upon approval by the graduate dean, a recommendation for reassigned time will be forwarded to the Vice President of Academic Affairs for approval.

- Graduate faculty members may supervise up to six theses projects in a semester. The graduate dean and Vice President for Academic Affairs must approve exceptions to this policy.

