



# Proposed Revisions to Policy 2160: Graduate Faculty Membership

Graduate Academic Policies  
Committee

March 2019



**WRIGHT STATE  
UNIVERSITY**

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# Background

## Reasons for Revisions

- Revised HLC criteria for “Determining Qualified Faculty”
  - WSU out of accreditation compliance by 15 months
- Discrepancies vis-à-vis other institutions
  - Other Ohio universities require renewal of all categories of Graduate Faculty status
- Changed Grad Faculty membership process at WSU
  - Oversight shifted from Graduate Council to Faculty Senate as of F18
  - Graduate Faculty Membership Committee has been adjusting its process per changed structure, revised HLC criteria

## Process Thus Far

- Collaboration since 2017 among:
  - Provost's Office
  - Graduate School
  - Faculty Senate (previously Graduate Council)
    - Graduate Academic Policies Committee
    - Graduate Faculty Membership Committee
- Changes in leaders, structures have affected progress

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### **HLC's "common expectations for faculty credentials"**

(quoted from [HLC Guidelines](#))

- Faculty teaching in graduate programs should
  - hold the terminal degree determined by the discipline and
  - have a record of research, scholarship or achievement appropriate for the graduate program. (4)
- Faculty guiding doctoral education:
  - Should have a record of scholarship and preparation to teach at the doctoral level.
  - Research and scholarship should be appropriate to the program and degree offered. (4)

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## Context and Definition of “Tested Experience” (quoted from [HLC Guidelines](#))

- Tested experience may substitute for an earned credential or portions thereof. (4)
- This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. (4)

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### **Process re: “Tested Experience”** (quoted from [HLC Guidelines](#))

- An institution that intends to use tested experience as a basis for hiring faculty must have well-defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. (4)
- Tested experience qualifications:
  - should be established for specific disciplines and programs
  - could include skill sets, types of certifications or additional credentials, and experiences
  - should be reviewed and approved through the faculty governance process at the institution (4)

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## Process re: “Tested Experience”

- [“Placeholder” version of URL](#) referenced in 2160.2

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# Grad Faculty status term lengths at Ohio universities

per RACGS (now CCGS) as of 2014

- **Five years**
  - Cleveland State (5 for all levels)
  - Akron (5 for all levels)
  - Bowling Green (5 for all levels)
  - Youngstown State (5 for higher levels; 2 for lower levels)
  - Wright State (no expiration/review for higher level; 5 for lower levels)
    - WSU's "Regular" is only unreviewed Graduate Faculty status among CCGS members
- **More than five years**
  - Miami (6 for all levels)
  - U of Cincinnati (7 for all levels)
- **Unspecified period of regular review**
  - Ohio State: "review on a regular basis"
  - U of Dayton: regular review per "other evaluation processes already in place"

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# Precedents for five years as period of scholarly currency at WSU

- **Current Policy [2160.2](#)**
  - . . . current (**within the past five years**) and relevant record of scholarly or creative accomplishment through research, publications, professional activities, and/or creative work . . . (paragraph 1)
  - . . . adjunct appointments to the Graduate Faculty for **terms of up to five years** . . . (paragraph 2)
- **Current [MOU on Workload](#)**
  - A faculty member fulfills Standard Scholarship Expectations by producing **during the previous five calendar years** at least 50% of the requirements for promotion to Associate Professor in that department. (page 2)
- **Department Bylaws (examples)**
  - Normally, at least half of the required number of journal equivalents . . . must have been completed since the last promotion or **within the last 5 years**. ([CSE Bylaws](#) p. 11)
  - **During the 5 years before the promotion**, the candidate must published 3 or more articles, as indication of a sufficiently sustained research program. ([Physics Bylaws](#) p. 7)

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# Key Changes

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### 2160.2

- “Regular” status to be renewed every five years
  - Currently no expiration
- “Associate” (currently “Adjunct”) may qualify via approved criteria for “tested experience”
  - currently only via credentials or ad hoc justifications

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### 2160.3

- **Regular Graduate Faculty**
  - All current privileges, but with disciplines specified
- **Associate Graduate Faculty**
  - More nuance of privileges: one or more of
    - Teaching graduate courses
      - From one course to whole range of courses
    - Committee membership
      - Master's, doctoral, or both, in specified disciplines
    - Committee co-direction
      - Master's, doctoral, or both, in specified disciplines

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### 2160.4

- **Initiation of nomination**
  - New nomination:
    - Would use current faculty credentialing packet (as specified per [Policy 2035.2](#) and overseen by Associate Provost for Faculty Staff Affairs and HR) with added cover sheet for Grad Faculty nomination
  - Renewal or change of status
    - Would use cover sheet for Grad Faculty nomination + any relevant new evidence

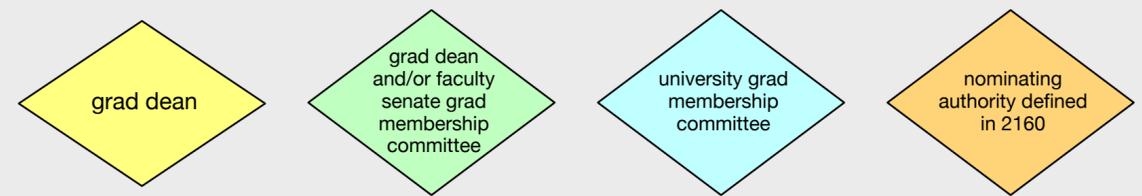
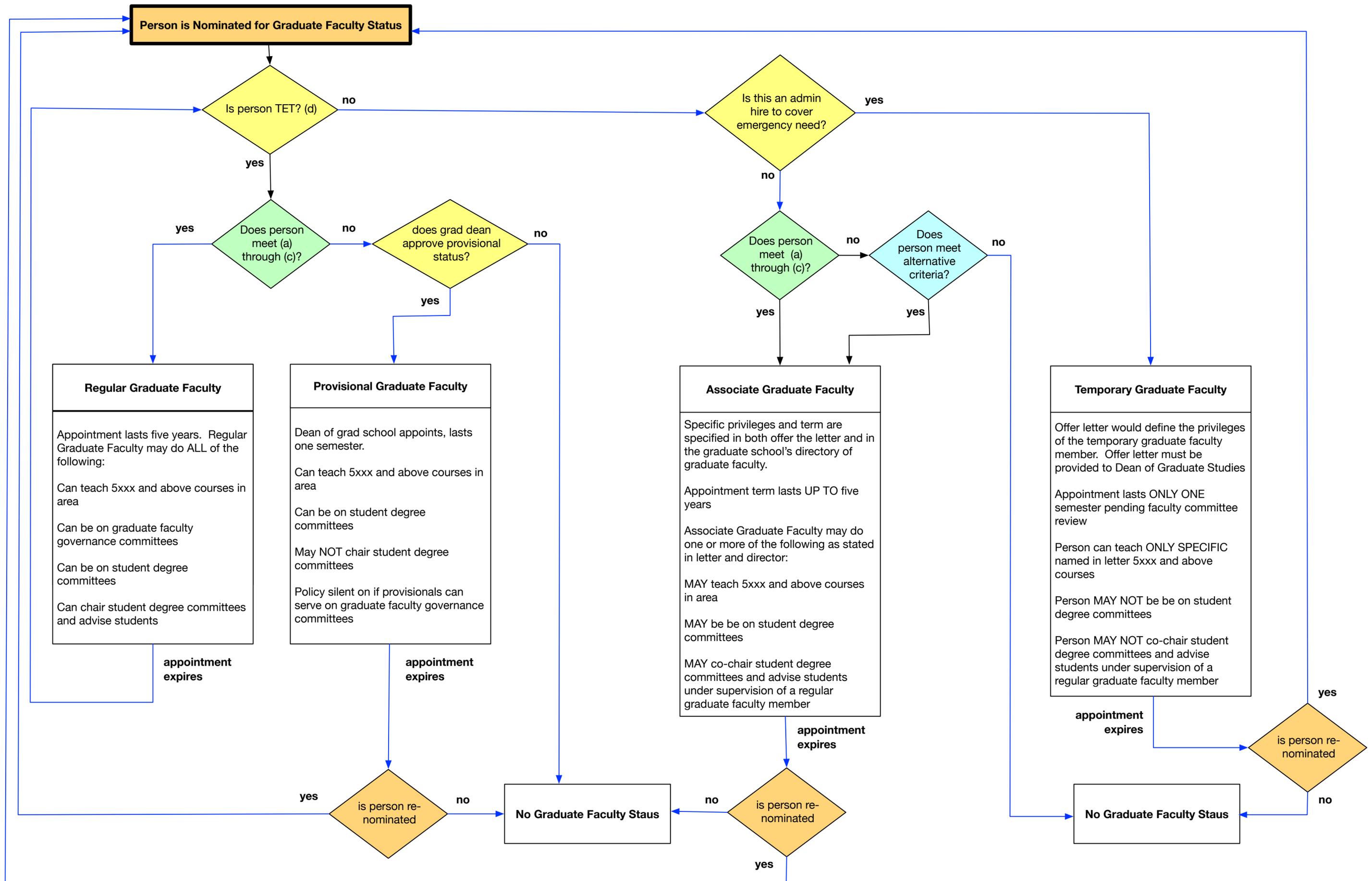
## 2160.4

- **First approval of nomination**
  - Per “The appropriate regular graduate faculty subject matter experts, as defined by the appropriate faculty governance body of the department or academic unit hosting the graduate program in which the candidate will work“
    - Currently “graduate studies committee of the College or School ”
- **Subsequent approvals essentially unchanged**

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# Possible Format for Graduate Faculty Listing

Name	Regular	Associate	Teaching	Committee member	Committee director	Term expires
Doe, John	X		CHM	CHM, PHY	CHM	6/23
Smith, Jane		X	ENG 6430, WGS 5050, WGS 5800, WGS 6000			12/21
Jones, Emily		X	URS 6400			6/20



**Note: For GREEN diamond decisions, the graduate dean will determine if criteria (a) through (c) are satisfied. If the grad dean determines they are NOT satisfied, the case is remanded to the faculty senate graduate faculty membership committee for final determination of the issue.**

**Note: Tangerine boxes and diamonds are nomination actions as defined by policy 2160**

**Wright State University  
GRADUATE FACULTY MEMBERSHIP NOMINATION**

Name: \_\_\_\_\_ Academic Rank \_\_\_\_\_

Discipline/Specialization \_\_\_\_\_

Check one:     New nomination  
                    Request for modification of status/privileges  
                    Request for renewal of status/privileges

**Recommenders:** Please record the relevant information in the appropriate column/row of the table below for any status/privileges regarding which you wish to register a recommendation (you may leave other columns blank). Note that the nominee must meet applicable eligibility criteria in order to be granted any requested privileges (per WSU Policy 2160.2)

	Regular status	Associate status	Teach (course nos.)	Committee member (master's, doctoral, discipline)	Committee director (master's, doctoral, discipline)
Dept. Chair, Program Director, or Program Committee Chair					
College Committee Chair					
College Dean					
Graduate School Dean					
Membership Committee Chair					

If the requested status is consistent with criteria specific to the relevant discipline or course(s) as approved by the Graduate Faculty Membership Committee and published at [URL], please reference the relevant criteria.

All nominations must include the "Exception Packet" per the Provost/Faculty Senate's guidelines for faculty credentialing, which requires the following items:

1. Exception Request Form Cover Sheet
  - a. If appropriate, syllabi for specific course(s) to be taught at WSU for which the exception applies.
2. Transcript verification form
3. Letter from Program Head (i.e., graduate program director/committee chair or department chair) communicating why the exception is requested and appropriate.

4. Copy of the candidate's academic transcript
5. Copy of the candidate's CV
6. **Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.** This may require multiple documents. Verifiable expertise is typically not based exclusively on years of teaching experience.
  - a. Examples of **verifiable** documents for faculty exceptions:
    - i. A letter from a source external to the program that verifies a minimum of three years in the field and outlines why and in what field the candidate is an expert.
    - ii. Evidence of verifiable scholarly works in the field in which the exception is requested.
    - iii. Copies of credentials relevant to the exception including expiration dates if appropriate.

**Required Signatures:**

Dept. Chair, Program Director, or Program Committee Chair:

\_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

Subject Matter Committee Chair:

\_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

College Dean:

\_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

Graduate School Dean:

\_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

Membership Committee Chair:

\_\_\_\_\_ (print name) \_\_\_\_\_ (signature)