



Kutztown University Policy ACA-049

Graduate Faculty

A. Purpose

The purpose of this policy is to define the standards and procedures for appointing faculty members to the graduate faculty.

B. Scope

This policy applies to all candidates for graduate faculty status.

C. Key words and phrases:

None

D. Policy & Procedure(s)

GRADUATE FACULTY

I. Definition

The Graduate Faculty at Kutztown University consists of those members of the University Faculty who have the advanced educational preparation, specialized knowledge, and expertise to serve as teachers, scholars and advisors in University programs that offer graduate degrees and/or courses for graduate credit.

Only those individuals designated as Graduate Faculty will be appointed to teach courses (including Senior/Graduate courses) in any graduate program or department, to serve as advisors to graduate students, and to serve on any graduate degree examination or thesis committee.

The graduate faculty will also include all regular tenure track and tenured faculty who at the time of this agreement have taught Kutztown University graduate classes (according to departmental and/or university records.)

II. Designation of Graduate Faculty

The academic department, in conjunction with the department chair, has the primary role in designating individuals as graduate faculty. Through the hiring process (where responsibility for graduate education may be one of the qualifications used in a search), through the functioning of an academic department where the members are individually and collectively carrying out their professional responsibilities, and through the department chair's role in course assignment, the academic department has major responsibilities for implementing the department's program and curriculum. As part of those departmental responsibilities, the members of the department, including the chair, have the most appropriate knowledge and expertise necessary to make a judgment about an individual's qualifications to be a member of the graduate faculty and to teach graduate courses.

After the department has designated (by the majority secret ballot vote of the regular full-time faculty members within the department) an individual to be a member of the graduate faculty, this designation is forwarded to the Dean of Graduate Studies. When forwarding the designation, the department is to include supporting evidence, including a recommendation from the department and the individual's curriculum vitae. The Dean of Graduate Studies will consult with the appropriate college deans before making a decision. In the event of a difference of opinion between the department and the Graduate Dean with regard to the individual's qualifications to be a member of the graduate faculty, the department's designation shall be returned to the department for reconsideration. After such reconsideration, the department may resubmit the designation to the Graduate Dean.

In the event that the differences between the academic department and the Graduate Dean remain unresolved, the President (or Provost) will meet with the department chairperson, the faculty member, and the Graduate Dean, and attempt to resolve the differences. The President (or Provost) will make the final determination.

III. Qualifications of Graduate Faculty

Graduate faculty are expected to be productive members of the faculty in terms of teaching, professional and scholarly development, and university and community service. To be designated as a member of the graduate faculty, the individual is expected to fulfill those responsibilities. Individual departments determine the relevant qualifications for graduate faculty status based on the following guidelines.

- a. Relevant or appropriate academic credentials such as the earned doctorate or acceptable terminal degree. Each department shall determine the credentials requisite to its discipline.
- b. Scholarly productivity as demonstrated by publications and professional presentations, research and/or recognized creative work. Each department shall determine the quality and quantity of scholarly productivity it deems appropriate to its discipline.

- c. Evaluated teaching performance when available. Each department shall determine the relative merit of the evaluative criteria it uses to evaluate graduate teaching (e.g., student evaluations, course syllabi, peer evaluation, etc.).
- d. Areas of demonstrated expertise and interest with respect to the needs of the graduate program. Each department shall determine the evidence it requires to identify such expertise and interest (e.g., doctoral level course work, publications, post doctoral research, etc.).

In general, a member of the graduate faculty is expected to have a terminal degree, or a recognized equivalent, in the discipline that is to be taught. The rationale for this expectation is that teaching and other service in a program that grants advanced degrees and/or graduate course credit requires the instructor to have the highest educational attainment. However, exceptions to this expectation may be made by an academic department. Such exceptions may occur when an individual is judged by the department to have attained the requisite experience and/or expertise, in ways other than formal advanced education and degrees, necessary to provide the high levels of performance expected of graduate faculty.

IV. Evaluation of Graduate Faculty

Those faculty members who are designated as graduate faculty are evaluated according to the provisions within the Collective Bargaining Agreement (CBA) dealing with Performance Review and Evaluation. The provisions contained in the CBA specify both procedures and criteria to be used for evaluating faculty performance, the frequency of evaluation, and the timing of evaluations. During the normal review cycle, those members of the faculty who are designated as graduate faculty are treated in the same manner as all other faculty with respect to evaluation procedures, timing, and frequency.

If there is a departmental committee established to deal with graduate matters, that committee should participate in the evaluation of a member of the graduate faculty. If a department does not have a committee charged with graduate matters, and a member of the graduate faculty is to be evaluated, the departmental evaluation committee should include at least one member who is also a member of the graduate faculty. The evaluation of a graduate faculty member's performance as graduate faculty is to be an explicit component of the departmental committee's evaluation, conclusions, and recommendations. This also applies to evaluations carried out by the department chairperson.

V. Removal of Graduate Faculty Designation

If, as a consequence of an unsatisfactory performance evaluation, altered needs of a program, or a faculty member's unwillingness to fulfill the responsibilities of graduate education, an academic department determines by the majority secret ballot vote of the regular full-time faculty members within the department that the designation of graduate faculty should no longer apply to a member of the department, the department may remove the designation. Notice of the removal of graduate faculty designation, together with a statement of their reasons for the

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removal, is then forwarded to the Dean of Graduate Studies who will then consult with the appropriate college dean. In the event of a difference of opinion between the department and the Graduate Dean with regard to removing a faculty member's designation as graduate faculty, the matter shall be returned to the department for reconsideration. After such reconsideration, the department may resubmit the removal to the Graduate Dean. In the event that the differences between the academic department and the Graduate Dean remain unresolved, the President (or Provost) will meet with the department chairperson, the faculty member and the Graduate Dean, and attempt to resolve the differences. The President (or Provost) will make the final determination.

VI. Course Assignment

Course assignments are made by the respective college dean upon the recommendation of the department chair. Since most departments have reporting lines to the college deans, the department chair will notify both the appropriate college dean and the Dean of Graduate Studies of all assignments of faculty members to graduate duties. The appropriate college dean will consult with the Graduate Dean on matters regarding assignment to graduate courses. In cases where the department reports to the Graduate Dean, the department chair's recommendations as to course assignments are to be directed to the Graduate Dean.

E. Effective Date

1994

F. Approved By

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