




Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President

From: Dr. Tracy Christofero – Chair, Graduate Council 

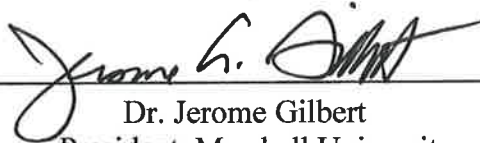
Date: April 7, 2017

Subject: **Approval of Graduate Council Minutes: March 31, 2017**

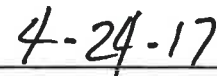
Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of curricular motions, graduate faculty status, etc.

Please advise if you have any comments/concerns/questions.

Minutes approved.



Dr. Jerome Gilbert
President, Marshall University



Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Tracy Christofero with .pdf copies e-mailed to:

Dr. Tracy Christofero, Chair, Graduate Council, christofero@marshall.edu
Dr. Cam Brammer, Secretary, Graduate Council, brammer@marshall.edu
Dr. David Pittenger, Dean, Graduate College, pittengerd@marshall.edu
Dr. Monica Brooks, Asst. VP Online Learning & Libraries, brooks@marshall.edu
Dr. Tammy Johnson, Exec. Director of Admissions, johnson73@marshall.edu
Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu
Dr. Sherri Smith, Associate VP for Academic Affairs, smithsc@marshall.edu
Ms. Sandee Lloyd, Graduate Dean's Office, lloyd@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu

MU Graduate Council Meeting Minutes March 31, 2017 Huntington campus – John Spotts

Members Present: Anderson, Biro, Brammer, Christofero, De Bruin, Heaton, Howard, Lanham, Larsen, Lassiter, Lawrence, Mehta, Muellerleile, Sollars Vauth

Members Absent: Allen

Ex-Officio Members Present: Maher, Pittenger

Ex-Officio Members Absent: Eagle, Ormiston

Agenda

Christofero	Announcements
Brammer	Approval of previous meeting Minutes (Attachment 1)
Christofero	Graduate faculty status candidates (Attachment 2)
Brammer	Academic Planning, Standards, & Policies (Attachment 3)
Heaton	Curriculum Committee (Attachment 4)
Anderson	Program Review
Lanham	Credentialing (Attachments 5 and 6)
Christofero	Miscellaneous Business of the Council (Attachment 7)

Please reserve this meeting date:

- April 28, 2017 – South Charleston – Thomas Boardroom

Be sure to remind your college and curriculum committee requests are due by the first day of the month for inclusion on that month’s agenda, e.g., requests for the September 29, 2017 meeting are due by September 1st. AY 2017-18 meeting dates and locations will be provided at our April meeting.

Chair Christofero called the meeting to order at 1 PM.

Minutes of the February 24, 2017 GC meeting (see Attachment 1) **APPROVED**

GRADUATE FACULTY STATUS CANDIDATES (see Attachment 2)

APPROVED with these exceptions: Donald Hall, Ruth Ann Murphy and George Watson due to College files not being up-dated and two names were added to list: Mehta, Saurabh and Chiu, YiPo both from COHP.

ACADEMIC PLANNING, STANDARDS, & POLICIES(Attachment 3)

APPROVED Brammer presented Non-curricular change for History and Catalog description change for Social Work

CURRICULUM COMMITTEE (see Attachment 4) **APPROVED**

Heaton presented two course additions for the COB: FIN 532 and 630

PROGRAM REVIEW

NO REPORT

CREDENTIALING (see Attachments 5 and 6)

Lanham presented revisions to Policy No. AA-20 and Procedures for applying for or Renewing Graduate Faculty Status. Some minor edits were made by Council.

APPROVED

MISCELLANEOUS BUSINESS OF THE COUNCIL (see Attachment 7)

Christofero presented to Council a bylaws revision on the selection of student member to the Council.

APPROVED

Motion to move to Executive Session

APPROVED

Motion to return to Agenda

APPROVED

The meeting adjourned at 2:35 PM.

Submitted by Brammer 4/7/17. Reviewed by Christofero 4/7/17

Attachment 1
MU Graduate Council *PREVIOUS* Meeting Minutes
February 24, 2017 - South Charleston campus – Thomas Boardroom

Members Present: Biros, Brammer, Christofero, De Bruin, Heaton, Howard, Larsen, Lassiter, Lawrence, Mehta, Muellerleile, Sollars Vauth

Members Absent: Allen, Anderson, Lanham, Vauth

Ex-Officio Members Present Eagle, Pittenger

Ex-Officio Members Absent: Maher, Ormiston

Agenda

Christofero	Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Graduate faculty status candidates (Attachment 2)
Brammer	Academic Planning, Standards, & Policies (Attachment 3)
Heaton	Curriculum Committee
Anderson	Program Review
Lanham	Credentialing
Christofero	Miscellaneous Business of the Council

Please reserve these meeting dates:

- March 31, 2017 – Huntington – John Spotts
- April 28, 2017 – South Charleston – Thomas Boardroom

Be sure to remind your college and curriculum committee that all requests are due by the first day of the month for inclusion on that month's agenda. All requests for this academic year are due by April 1st.

Chair Christofero called the meeting to order at 1:00 PM.

Minutes of the January 27, 2017 GC meeting (Attachment1) **APPROVED**

GRADUATE FACULTY STATUS candidates (Attachment 2) **APPROVED**
with the exception of Brian Walden

ACADEMIC PLANNING, STANDARDS, & POLICY COMMITTEE (Attachment 3)
Brammer presented requests. **APPROVED** with exception of History MA request for Non-curricular change in application deadline. Sent back to department for rewrite.

CURRICULUM COMMITTEE No requests for committee.

PROGRAM REVIEW COMMITTEE BOG to review programs March 16 & 17

CREDENTIALING COMMITTEE - Dean Pittenger presented a revised Policy No. AA – 20 for Council's approval. Council made several edits to Policy revision which Dean Pittenger is to make and bring back to Council. Approved

Motion to move to Executive Session Approved; Motion to return to Agenda Approved
The meeting adjourned at 2:35 PM.

Attachment 2

Graduate Faculty Status Requests

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Pleska, Cathy	catpleska53@gmail.com	COLA		Associate	01/09/2017	05/08/2020
Add	Stromski, John	stromski@marshall.edu	COLA	English	Associate	01/09/2017	05/08/2020
Add	Sullivan, Margaret	sullivanm@marshall.edu	COLA	English	Associate	01/09/2017	05/08/2020
Delete	Ameson, Neil		COEPD	CIF	Associate	11/05/10	11/05/13
Delete	Cartwright, Tina		COEPD	CIF	Graduate	02/28/2012	02/28/2017
Delete	Maynard, Arthur		COEPD	CIF	Graduate	11/16/11	11/16/16
Delete	Missett, Tracy		COEPD	Special Ed	Associate	09/04/12	09/04/15
Delete	Seymour, Celene		COEPD	Elem/Sec Ed	Graduate	10/24/14	10/24/16
Edit	Britcher, Trinia		COEPD	Special Ed	Associate	01/09/2017	05/08/2020
Edit	Clapham-Toney, Stephanie		COEPD	Reading	Associate	01/09/2017	05/08/2020
Edit	Claudio, Pier Paolo	claudiop@marshall.edu	SOM	Biomedical Sciences	Associate	01/09/2017	05/08/2020
Edit	Farmer, Jeanette		COEPD	Special Ed	Graduate	01/09/2017	05/06/2022
Edit	Hall, Donald		COEPD	Counseling	Graduate	01/09/2017	05/06/2022
Edit	Hisiro, Thomas		COEPD	Leadership Studies	Doctoral	01/09/2017	05/06/2022
Edit	Larsen, Eldon		CITE	Engineering & Computer Science	Graduate	01/09/2017	05/06/2022
Edit	Lent, Jonathan		COEPD	Counseling	Graduate	01/09/2017	05/06/2022
Edit	Miller, Ben		CAM	Music	Graduate	01/09/2017	05/06/2022
Edit	Murphy, Ruth Ann		COEPD	CIF	Graduate	01/09/2017	05/06/2022
Edit	Primerano, Donald	primeran@marshall.edu	SOM	Biomedical Sciences	Doctoral	01/09/2017	05/06/2022
Edit	Rankin, Gary	rankin@marshall.edu	SOM	Pharmacology, Physiology & Toxicology	SOM	01/09/2017	05/08/2020
Edit	Securro, Samuel		COEPD	Elem/Sec Ed	Doctoral	01/09/2017	05/06/2022

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Edit	Sizemore, James		SOP	Pharmacy Practice, Administration, and Research	Graduate	01/09/2017	05/06/2022
Edit	Stange, Terrence		COEPD	Literacy Education	Doctoral	01/09/2017	05/06/2022
Edit	Valentovic, Monica	valentov@marshall.edu	SOM	Biomedical Sciences	Doctoral	01/09/2017	05/06/2022
Edit	Walden, Brian	waldenb@marshall.edu	CAM	School of	Associate	01/09/2017	05/08/2020
Edit	Watson, George		COEPD	CIF	Graduate	01/09/2017	05/06/2022
<i>Added:</i> Edit	Mehta, Saurabh		COHP		Graduate	01/09/2017	05/06/2022
Edit	Chiu, YiPo		COHP		Graduate	01/09/2017	05/06/2022

Attachment 3

Academic Planning Program/Degree Requests

Full requests are available at <http://www.marshall.edu/graduate-council/agendas/>

COLA

Department: **History**

Degree Program: MA History

Type of Change: Non-Curricular Change in Admission Requirements

Effective Date: Fall 2017

Rationale: The History Department would like to change the deadline for applications for our M.A. program because having hard deadlines well before the rest of the university has caused confusion and resulted in our missing out on strong applicants. The History Department has decided to align our deadlines with the rest of the university. To accomplish this, I guess that we should just delete the current language dealing with an earlier deadline and keep the standard language of "Applicants should follow the admissions process described in the Graduate Catalog, or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission."

COHP

DEPARTMENT: **SOCIAL WORK**

MAJOR OR DEGREE: MASTER OF SOCIAL WORK (MSW)

TYPE OF CHANGE: CHANGE OF ELECTIVE CURRICULUM TO REQUIRED CURRICULUM

RATIONALE: RECOMMENDED BY COUNCIL ON SOCIAL WORK EDUCATION / MSW

ACCREDITING BODY

Effective Date: Fall 2017

MSW(OLD) CURRENT CATALOG DESCRIPTION:

It is the goal of the College of Health Professions to develop a Master of Social Work (M.S.W.) program that will meet the requirements for accreditation under the Council on Social Work Education (CSWE) which is recognized by the Council for Higher Education Accreditation (CHEA) as the sole accrediting agency for social work education in the United States. As such we will work with CSWE to meet those goals.

The Master of Social Work (MSW) Program will consist of two different tracks:

- **The Generalist/Foundation Program:** The Generalist/Foundation Program (both full-time and part-time) will require the completion of 60 academic credit hours. This track is designed for students entering the MSW Program who do not have a Bachelor of Social Work (BSW) degree or meet the requirements for the Specialist/Advanced Standing Program. The first year of the Generalist/Foundation Program will consist of the Generalist/Foundation content (24 credit hours) with 21 hours from the Generalist curriculum content and field education and 3 hours of Psychopathology. The Generalist's second year will consist of the Specialist/Advanced curriculum content (36 credit hours). Generalist/Foundation and Specialist/Advanced students will take 3 hours of psychopathology during the spring semester of the first year.
- **The Specialist/Advanced Standing Program** will require the completion of 36 academic credit hours and will consist of the second year of advanced study course content. The Specialist/Advanced Standing Program is for students entering the MSW Program with a BSW degree and who meet specific GPA requirements. Specialist/Advanced students will take 3 hours of psychopathology.

MASTER OF SOCIAL WORK PROGRAM (MSW) NEW CATALOG DESCRIPTION**M.S.W. Generalist Curriculum:**

The 2 year curriculum promotes a generalist perspective in which the simultaneous impact of many systemic levels (individuals, families, groups, organizations, and communities) on clients' lives is critically analyzed and recognized. The foundation builds upon a liberal arts base that fosters an understanding of society as a complex organization of diverse people and ideas.

Social problems are understood as occurring within the nexus of culture, conflict, development, ecology, and systems and as such, efforts to help or intervene must include consideration of these forces. Students will be able to critically identify and assess social problems, specifically attending to 1) how such problems are maintained, 2) how they impact the quality of people's lives, 3) cultural sensitivity and appreciation of marginalized people, and 4) how to actively promote social and economic justice. In the foundation year, the focus is on the development of critical thinking skills in all the areas mentioned. M.S.W. Advanced Curriculum -Advanced Social Work Practice: The advanced practice curriculum seeks to develop the utilization and application of critical thinking, relative to behavioral health, on all levels - in reading professional writing and research, in students' practice, in the classroom, and in the students' own thinking. Consistently monitoring practice ethically, evaluating theoretical principles and epistemologies, and utilizing technological advances become basic practice patterns. Specific skill sets developed include: 1) Creating, organizing and integrating ideas and action on engaging diverse client systems effectively in change; 2) Assessing, conceptualizing and analyzing theoretical, practice and research problems from multiple perspectives and utilize critical thinking skills to formulate impressions based upon the data; 3) Analyzing, synthesizing and evaluating the evidence available to guide advanced social work practice; 4) Synthesizing, formulating and implementing a plan of action for social work practice that addresses complex issues and problems, builds consensus and incorporates multiple-level forces on client systems; 5) Analyzing and evaluating data of client progress and outcomes and sees implications and consequences of this progress and outcomes; 6) Synthesizing, creating, and organizing ideas from theory, research and practice for social justice; 7) Demonstrating the ability to integrate culturally competent skills into all aspects of social work practice; 8) Demonstrating the knowledge of the roles of behavioral health providers working in primary care settings, theories and models of care, and cross-cultural issues; and 9) Demonstrating skills in engagement, assessment, intervention planning and implementation, and practice evaluation in the primary and behavioral health care setting. M.S.W. Practicum Education: All students admitted to the 60 credit-hour program are required to satisfactorily complete 900 clock hours in approved practicum sites. If employed in a human services agency meeting the department's criteria as a placement site, the student may apply to undertake the practicum at her/his place of employment. This may be accomplished when the agency is willing to shift the student's work role and supervision in such a manner as necessary to meet the school's educational objectives for practicum instruction. M.S.W. Electives:

The Marshall University Department of Social Work provides electives as enrichment to the specialized learning in the advanced year. Social work positions call for skills and knowledge that are broader than any narrowly defined specialization.

Attachment 4

Curriculum Requests

Full requests are available at <http://www.marshall.edu/graduate-council/agendas/>

College of Business

Course Additions (2)

Department: Finance
Course #/Title: FIN 532 Financial Advising: FINRA Series 7 Preparation
Description: This course prepares students for the Series 7 exam that entitles the holder to sell all types of securities products with the exception of commodities and futures.
Prerequisites: None
First Offered: Spring 2018
Credit Hours: 3

Department: Finance and Economics
Course #/Title: FIN 630 Multinational Financial Management
Description: This course analyzes the challenges of multinational corporations' financial management. It covers three areas: foreign exchange market transactions, exchange rate risk and hedging, and corporate financial decisions of an MNC.
Prerequisites: FIN 510
First Offered: Fall 2018
Credit Hours: 3

Attachment 5

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-20

GRADUATE FACULTY MEMBERSHIP

1. General Information.
 - 1.1. Scope: Academic policy regarding graduate faculty membership and the levels, accountability and rights thereof.
 - 1.2. Authority: W. Va. Code §18B-1-6
 - 1.3. Passage Date: March 8, 2006
 - 1.4. Effective Date: Upon passage
 - 1.5. Controlling over: Marshall University
 - 1.6. History: Revised: March 28, 2003; September 24 and October 22, 2004 Graduate Council; Approved by the President November 10, 2004.
2. Policy
 - 2.1. Overview: Participating in graduate education requires faculty whose education, professional experience, scholarly research and creative work, and commitment to the discipline is of the highest caliber. As such, faculty participating in graduate education must routinely demonstrate they meet minimum standards for this responsibility.
 - 2.2. There are four levels of graduate faculty membership: (1) Doctoral Graduate Faculty, (2) Graduate Faculty, (3) Associate Graduate Faculty, and (4) Graduate Instructor. Section 5 presents the functions, minimum criteria, and restrictions of each level of graduate faculty membership. All faculty seeking graduate faculty membership or status must apply for the appropriate designation following procedures published by the Graduate Council.
 - 2.3. The Graduate Council evaluates and approves graduate faculty membership for all qualified faculty.
 - 2.3.1. The Graduate Council will publish and maintain procedures for the application, review, and granting of graduate faculty membership and status. Included in these materials will be a coversheet and separate check list forms for each level of graduate faculty status. These materials will be available through the Graduate College's internet web page.
 - 2.3.2. The Graduate Council in collaboration with the Provost and Vice President of Academic Affairs shall determine the practical and efficient means for maintaining a list of all faculty granted graduate faculty membership, their faculty level, and term of appointment. This list will be used to ensure timely audits of graduate faculty status, application for or renewal of graduate faculty status, and to comply with requests for data from various accrediting agencies.
 - 2.3.3. The Graduate Council can delegate to the academic deans of colleges or schools the right to determine the graduate faculty membership level for faculty assigned to the college or school. The Provost and Vice President of Academic Affairs will identify the academic deans and the corresponding college or school.
 - 2.3.3.1. The individual colleges or schools may require faculty seeking graduate faculty membership or status to meet criteria in addition to the criteria defined

in Section 5. Colleges and schools may also elect to shorten, but not lengthen, the term of appointment, marked with an "*" in Section 5, for any graduate faculty membership level. Colleges or schools that will apply additional criteria will present to the Graduate Council, in writing, the additional standards and constraints for approval. Once approved, the dean of the college or school will ensure all faculty and staff are aware of the requirements by creating an appropriate internet web page containing the necessary check list form(s) presenting the additional requirements. Subsequent changes to these criteria must first be approved by Graduate Council.

- 2.3.3.2. The dean of each college or school is responsible for: (1) reviewing and granting initial approval for all applications graduate faculty membership, (2) maintaining accurate records of all approved applications, including applicants' cover coversheet and check list form(s), (3) submitting initially approved applications to the list described in 2.3.2, and (4) ensuring that all faculty teaching graduate courses and performing other graduate education tasks have active graduate faculty membership.
- 2.4. All faculty, either full or part time, who will be assigned to teach graduate courses at the 500 level or higher must apply for one of the four graduate faculty membership levels. Under ideal conditions, the application for graduate faculty membership should occur at during the semester, or earlier, before teaching responsibilities begin.
 - 2.4.1. Departments hiring new or temporary faculty who will have graduate school teaching responsibilities are encouraged to submit the application for graduate faculty membership during the faculty appointment process.
 - 2.4.2. Should the situation arise when a member of the faculty is assigned to teach one or more graduate courses and his or her application for graduate faculty membership has not completed the approval process, the dean of the college or school will notify the Chair of Graduate Council and the Dean of the Graduate College regarding the matter. The Chair of Graduate Council may grant conditional approval allowing the individual to teach graduate courses. This conditional approval may not be extended for a second semester. Upon approval of the individual's application for graduate faculty membership, the membership will be retroactively granted for the start of the semester during which the application was made.
- 2.5. Administrators at the level of Dean, or higher, desiring to have graduate faculty membership must apply directly to the Chair of the Graduate Council for the level they believe they qualify. The Graduate Council will review the application and decide whether to approve it or not.
- 2.6. Once granted, an individual's graduate faculty membership level may not be changed without a formal application for change except when the Graduate Council votes to rescind a graduate faculty member's graduate faculty status.
3. Audits
 - 3.1. The Graduate Council will perform periodic audits of colleges and schools granted permission of offer initial approval of graduate member applications to ensure the college or school is holding all faculty to the minimum criteria listed in Section 5 and

additional criteria the Graduate Council may have approved for the college of school. The supporting materials include the completed graduate faculty membership application forms, faculty vitae, and any other supporting materials which demonstrate that the faculty members have been placed in an appropriate level of graduate faculty membership. Annual Reports may be used to supplement supporting materials if so desired.

- 3.2. The Graduate Council reports its audit findings to the appropriate academic unit administrators, the Dean of the Graduate College, and to the Provost and Vice-President for Academic Affairs. The Graduate Council may take corrective action, as stipulated in Section 4, should the audit reveal notable discrepancies between the practices of an academic unit and the principles and practices expressed in this policy.
4. Accountability
 - 4.1. The Graduate Council retains the final right to decide whether a college of school may continue to determine graduate faculty membership levels. As it deems either necessary or appropriate, the Graduate Council retains the right at any time to require an academic unit to take corrective action or to suspend the right to determine the graduate faculty membership level the faculty. Such actions may occur as the consequence of the routine audit or after an investigation of the Graduate Council when it became aware of a matter of concern.
 - 4.1.1. Preference is given to requiring an academic unit to take corrective action when the routine audit or an ad hoc investigation uncovers notable discrepancies between the practices of an academic unit and the principles and practices expressed in this policy. The corrective action will be delivered to the college or school dean, the Dean of the Graduate College, and to the Provost Vice-President for Academic Affairs, and will enumerate the changes to be made, a timeline for the changes, and a date for a subsequent review of the academic unit's compliance request for correction action.
 - 4.1.2. Should the Graduate Council decide to remove any academic unit's privilege to determine graduate faculty level membership, the Graduate Council may assume authority for determining graduate faculty membership levels or may assign the responsibility to another academic unit or to an administrative office within Academic Affairs.
 - 4.1.2.1. The Graduate Council will identify the conditions that will be necessary to return the authority for the academic unit to determine faculty membership levels.
 - 4.1.2.2. The graduate faculty membership level assignments to individual faculty members within that academic unit will remain in force until each faculty member's term expires for the assigned level, or until the faculty member re-applies to and is approved by the Graduate Council to a different graduate faculty membership level or term. See exception for Graduate Council action on Special Cases.
5. Graduate Faculty Membership Levels And Criteria
 - 5.1. Doctoral Graduate Faculty (five* year term)
 - 5.1.1. Functions
 - 5.1.1.1. Doctoral Graduate Faculty members of the graduate faculty can chair or direct graduate student committees and research at the doctoral level in the

department or division of their appointment(s).

5.1.1.2. Doctoral Graduate Faculty members of the graduate faculty can perform all the functions allotted to Graduate Faculty members.

5.1.2. Minimum Criteria for Appointment

5.1.2.1. Doctoral Graduate Faculty members must hold a continuing full time appointment and have ongoing faculty responsibilities at Marshall University and hold an appointment (may be a joint appointment) in the division or department or program area offering the doctoral degree. In circumstances where the full time appointment is not a tenure track position, documentation of the full time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.

5.1.2.2. Doctoral Graduate Faculty members must hold a research-oriented terminal degree (thesis or dissertation) or an appropriate professional degree and hold the rank of Assistant Professor or higher. Alternatively, the faculty member must have demonstrated outstanding scholarly or creative achievement and have attained the rank of Associate Professor.

5.1.2.3. Doctoral Graduate Faculty members must have had experience in serving on a doctoral committee or be currently serving on a doctoral committee. An exception is as follows: during the first five years of a new doctoral program, a faculty must have had experience serving on one or more master's committees over the past five* years.

5.1.2.4. Doctoral Graduate Faculty members must have current or expected departmental responsibilities in the doctoral program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the doctoral program.

5.1.2.5. Doctoral Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for doctoral status or renewal of doctoral status. Evidence of continuing scholarly or creative activities must include at least three significant contributions from among the following: publication in discipline-respected peer-reviewed journals; publication of scholarly books or book chapters; publication in discipline-respected periodicals (book reviews or other short, one- or two-page communications do not qualify); invited and/or competitively selected presentations of scholarly work at national or international meetings; significant, scholarship-based academic or professional consultation; receipt of an external research-oriented grant; book contracts from reputable publishers; scholarship-based clinical practice; or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.

5.1.2.6. Doctoral Graduate Faculty members must present assessment evidence

of continuing high quality teaching and advising over the most recent five* years just prior to application for doctoral status or renewal of doctoral status. The five-year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years, but it must be met for a second term of Doctoral Graduate Faculty level membership.

5.2. Graduate Faculty (five* year term)

5.2.1. Functions

5.2.1.1. Graduate Faculty members can chair or direct graduate student committees and research at the master's level in the department or division of their appointment(s). Graduate Faculty members can co-chair or co-direct graduate student committees and research at the master's level in another department or division at the request of that other department or division.

5.2.1.2. Graduate Faculty members may serve on master's or doctoral committees (comprehensive assessment, thesis, exhibition, dissertation, etc.) in the department or division of their appointment(s), or in another department or division at the request of that other department or division.

5.2.1.3. Graduate Faculty members can be elected or appointed to the Graduate Council.

5.2.1.4. Graduate Faculty members can teach master's and doctoral level courses.

5.2.2. Minimum Criteria for Appointment

5.2.3. Graduate Faculty members must hold a continuing full time appointment and have ongoing faculty responsibilities at Marshall University and hold an appointment (may be a joint appointment) in the division or department or program area offering the graduate degree. In circumstances where the full time appointment is not a tenure track position, documentation of the full time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.

5.2.4. Graduate Faculty members must hold a terminal degree (thesis or dissertation) or an appropriate professional degree. Alternatively, they should have demonstrated equivalent scholarly or creative achievement.

5.2.5. Graduate Faculty members must have attained the rank of Assistant Professor or higher.

5.2.6. Graduate Faculty members must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the graduate program.

5.2.7. Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status. Evidence of scholarly or creative activities must include at least two significant contributions or activities in one or more of the following: publication in discipline-respected peer-reviewed journals; publication of scholarly books or book chapters; publication in discipline-respected

periodicals; invited and/or competitively selected presentations of scholarly work at regional, national or international meetings; academic or professional consultation; application for or receipt of an external research, scholarly, or creative activity grant; official leadership (officer) positions in regional, national, or international professional organizations; scholarship-based clinical practice; or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.

- 5.2.8. Graduate Faculty members must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status. The five-year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years, but it must be met for a second term of Graduate Faculty level membership.
- 5.3. Associate Graduate Faculty (three* year term)
 - 5.3.1. Functions
 - 5.3.1.1. Associate Graduate Faculty members may serve as members of a graduate committee, as deemed appropriate by the department or division providing the degree.
 - 5.3.1.2. Associate Graduate Faculty members may teach appropriate graduate level courses.
 - 5.3.2. Minimum Criteria for Appointment
 - 5.3.2.1. Associate Graduate Faculty members must hold at least a master's degree.
 - 5.3.2.2. Associate Graduate Faculty members must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the graduate program.
 - 5.3.2.3. Associate Graduate Faculty members must present evidence of scholarly or creative activity, and advanced graduate level work or equivalent professional accomplishments within the last three* years.
- 5.4. Graduate Instructor (two* year term)
 - 5.4.1. Functions
 - 5.4.1.1. Graduate Instructors can teach appropriate graduate level courses.
 - 5.4.1.2. Graduate Instructors can write and evaluate comprehensive assessment questions directly related to their assigned classes.
 - 5.4.2. Minimum Criteria for Appointment
 - 5.4.2.1. Graduate Instructors must hold at least a master's degree or demonstrate appropriate expertise or experience to qualify them to teach in the assigned courses.
 - 5.4.2.2. Graduate Instructors are approved by the academic unit Dean and do not need approval by the Graduate Council.
 - 5.4.2.3. Graduate Instructors must provide appropriate documentation of

credentials and/or experience to be filed with the division in which they teach.

5.4.2.4. Graduate Instructors should maintain scholarly or creative activity necessary to bring current information or experience to the courses they teach.

6. Special Cases

6.1. Faculty on Temporary Appointments (for example Visiting, Clinical Research, or Adjunct faculty): During the term of their temporary appointment to Marshall University, faculty with graduate responsibilities must have graduate faculty membership and will follow the application process described in Section 2.4. An individual's graduate faculty status at his or her own institution, if visiting, will be taken into consideration, but does not necessarily determine any graduate faculty membership level at Marshall University.

6.2. Emeritus Faculty: Emeritus faculty can apply for or retain graduate faculty membership subject to the same requirements for each level of graduate faculty membership status.

6.3. Off-Campus Professionals: Academic programs may grant Associate Graduate Faculty or Graduate Instructor status to professionals working off campus. To be approved, the applicant must meet the qualifications for the given graduate faculty level.

6.4. Collaborative Faculty Appointments: Faculty employed by other state institutions may hold a joint appointment at Marshall University. With this appointment, the individual may apply for the Marshall University graduate faculty membership for which they believe they qualify. A department may also extend this courtesy to other professors working outside the colleges and universities overseen by the West Virginia Higher Education Policy Commission. An individual's graduate faculty status at his/her own institution will be taken into consideration, but does not necessarily determine any graduate faculty membership level at Marshall University.

6.5. Exceptional Cases: Individuals, colleges, departments, divisions, or programs seeking exceptions to these policies must submit a written petition to the Chair of the Graduate Council for consideration by that Council.

6.6. Graduate Instructor membership will neither be listed in Marshall University's graduate faculty dataset nor in the Graduate Catalog.

6.7. A faculty member whose graduate faculty membership level is lowered from his or her current level, due to a graduate-faculty-membership renewal application, will be permitted to complete current responsibilities but may not assume new responsibilities pertinent to the previous higher level. Students are not to be penalized by the re-evaluation of faculty members. For example, once a graduate committee has been established for a student, it will not be necessary to alter it because of a change in status for one of the faculty members on the committee.

7. Appeals for Graduate Faculty Membership Levels

7.1.1. Those applying for faculty membership may appeal a decision not to grant graduate faculty status or the level of faculty membership level granted.

7.1.2. Appeals may be made only in circumstances including: 1) an obvious error in reporting the appointment and level or 2) application of standards different from

those within this policy and approved by the Graduate Council.

7.1.2.1. If the decision being appealed was made by the dean of the faculty member's college or school, the faculty member should attempt to resolve the matter informally with the dean.

7.1.2.1.1. If the appeal cannot be resolved informally, the faculty member may appeal to the chair of the Graduate Council. The Chair of the Graduate Council shall refer the matter to the subcommittee of Graduate Council that oversees the routine audits outlined in Section 3. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action. The decision of the Graduate Council will be final.

7.1.2.2. If the decision being appealed was made by the Graduate Council, the faculty member appeal the decision to the Graduate Council. The Chair of the Graduate Council shall refer the matter to the subcommittee of Graduate Council which oversees the routine audits outlined in Section 3. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action.

7.1.2.2.1. If the faculty member is not satisfied with the action of the Graduate Council, he or she may appeal an appeal to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs will be final.

Attachment 6

Procedures for Applying for or Renewing Graduate Faculty Status

POLICY

The Marshall University Board of Governors Policy AA-20 outlines the policies governing graduate faculty status for all faculty who are approved to teach graduate level courses at Marshall University. This policy grants to the Graduate Council the authority to design and implement procedures for the application and review of prospective and current graduate faculty.

PROCEDURES

1. All faculty wishing to apply for graduate faculty status or to renew their appointment will complete a cover page and the appropriate checklist for the faculty appointment level. The applicant should also provide a current academic vita and additional supporting materials as needed.
 - a. The cover page and checklist are reviewed by the applicant's dean who may request modifications to the application as necessary.
 - b. When approved, the dean will enter the approval information into the *Redbook* and place the application materials into a folder, separate from the individual's personnel records, that may be later reviewed by the Credentialing Committee of the Graduate Council.
2. During its scheduled meetings, the members of the Graduate Council will review recent submissions to the Redbook and vote to approve, table, or reject the application. The votes become official when the President of the university signs the Graduate Council minutes.
3. Appeals regarding a decision regarding a graduate faculty appointment are outlined in BOG-AA-20.
4. Each member of the faculty is responsible to ensure his or her membership in the graduate faculty is current. The Dean of the Graduate College may send to each dean a list of names of faculty whose appointment has expired or will expire during the forthcoming academic term.

ADDITIONAL CONSIDERATIONS

The checklist for each graduate faculty application makes specific reference to the applicant's scholarly or creative work. As specified in BOG AA-20, these activities include:

1. Publication in discipline-respected peer-reviewed journals;
2. publication of scholarly books or book chapters;
3. publication in discipline-respected periodicals;
4. invited and/or competitively selected presentations of scholarly work at regional, national or international meetings;
5. academic or professional consultation;
6. application for or receipt of an external research, scholarly, or creative activity grant;
7. official leadership (officer) positions in regional, national, or international professional organizations;
8. scholarship-based clinical practice;

9. or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events.

This list of potential activities includes several common features that the college dean and members of the Graduate Council will use to assess the merit of the various activities. These features include:

1. **Peer Review:** Many of the activities, such as publications, presentations, and exhibitions, require that the merit, quality, and impact of the work be affirmed through a peer review or juried process.
 - a. If there is a potential for question, faculty are encouraged to demonstrate how a venue for a publication, exhibition, or performance is related to the applicant's discipline.
 - b. Submission of correspondence regarding the review process (e.g., letter from a journal editor or exhibition coordinator) is recommended as it affirms the review process.
 - c. Evidence of the activity should be readily available. As necessary, include a copy of conference proceedings, exhibition notifications, and other documents verifying a performance or presentation.
2. **Empowered Leadership:** Leadership activities include those activities that are vital to the operation of an organization. As a generality, the position or appointment grants the individual the sole authority of final action. Serving on focus groups, as exam grader, as a manuscript reviewer, and similar activities do not constitute empowered leadership.
 - a. Applicants should provide evidence of their election or appointment within an organization and an outline of the sole authority granted.
3. **Unique Disciplinary Contribution:** Academic or professional consultations represent the applicant's contribution to a particular matter that required the applicant's knowledge and expertise to resolve. As a generality, editorial reviews, serving on academic or thesis/dissertation committees do not constitute unique disciplinary contributions.
 - a. Applicants are encouraged to offer a brief description of academic or professional consultation with the goal of illustrating how the work depended on the applicant's unique skills not otherwise available to those seeking the consultation.

Attachment 7

By-laws Revision: Selection of Student Representative

MARSHALL UNIVERSITY GRADUATE COUNCIL

BYLAWS

Article IV. Membership

a. Representation is as follows:

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At-large

Graduate Student**
(will serve a one-year term)

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~~** The student member shall be appointed or reappointed by the head of the Graduate Student Council, subject to the approval of the Graduate Council at its first regular meeting of the new academic year.~~

** The Graduate Council Executive Committee will send an email to all graduate students advertising the one-year Student Representative opening for the next academic year. Interested graduate students may apply for the position via a statement of interest and signature of their faculty advisor on or before May 1st. The Graduate Council Executive Committee will select and notify the selected Student Representative before the end of the spring semester.