



**NORTHWESTERN STATE**  
UNIVERSITY OF LOUISIANA

**Graduate Faculty Membership  
Policies & Procedures**





## POLICIES & PROCEDURES

Faculty members who teach and advise graduate students **will be limited** to those who have current approval of the Graduate Council and administrative officers responsible for graduate programs. The approval shall be based upon program requirements, periodic review of the qualifications, and performance of the faculty member in accordance with established criteria for graduate faculty membership.

Policies, procedures, and statements of criteria contained in this document shall supersede all previously existing policies, procedures, and statements of criteria related to membership on the Graduate Faculty of Northwestern State University effective with the Fall 2017 semester.

### I. Categories of Graduate Faculty Membership

- **Member**

A faculty member at the rank of Assistant, Associate, or Professor who holds Member status on the Graduate Faculty must meet stated criteria for qualifications and performance.

Members may teach graduate courses, serve on graduate advisory committees, and act as major professors, and direct graduate projects, including theses.

Members may serve on graduate-level policy making bodies.

Member status on the Graduate Faculty is awarded for a period of five years and may be renewed as criteria for performance are maintained and documented by formal application.

- **Associate Member**

A faculty member at the rank of Assistant, Associate or Professor who holds Associate Member status on the Graduate Faculty must meet stated criteria for qualifications and performance.

Associate members may teach graduate courses and serve on graduate advisory committees. With recommendation from the academic dean and adequate justification, they may direct graduate projects, including theses.

Associate members may serve on graduate-level policy making bodies.

Associate member status on the Graduate Faculty is awarded for a period of three years and may be renewed as criteria for performance are maintained and documented by formal application.

- **Limited Member**

A full-time, part-time, or adjunct faculty member who holds limited status must demonstrate a unique competence in a specific discipline (e.g. applied music, molecular genetics, studio art) that is essential to the mission of the graduate program. The unique competence must be verified by peer evaluation. The need and justification must be certified by the college dean/director or department head.

Limited status members may teach courses that require the unique competence, provided that no other person with graduate faculty status is deemed competent or available to teach the courses, and may not serve as major advisor or direct thesis projects. Limited status may be approved on a continuing basis only as the competencies are maintained. The length of appointment shall be up to three years. At the end of the specified term the faculty may reapply to renew their status.

Persons of significant professional stature may be invited to serve on the Graduate Faculty temporarily. Such appointments shall be made by the President of the University. In an emergency, approval may be given by the Dean of Graduate School on a once-only basis for a graduate course to be taught by a full-time faculty member who is not a member of the Graduate Faculty.

**Table of Privileges of Graduate Membership**

Privileges	Member	Associate	Limited
Teach graduate classes	Yes	Yes	**
Serve on graduate committees	Yes	Yes	Yes
Serve as major professor and direct graduate student theses or projects	Yes	*	No
Serve on graduate-level policy-making bodies	Yes	Yes	No

\* With recommendation from the academic dean and adequate justification.

\*\* Limited to graduate courses that require competence.

**Table of Qualification Minimums for Graduate Membership**

Qualification	Member	Associate	Limited
Full-time faculty	Yes	Yes	*
Part-time faculty	Yes	Yes	*
Adjunct faculty	No	No	Yes
Terminal Degree	Yes	Yes	Yes or unique competence
Rank of Assistant Professor or higher	Yes	Yes	No
Two or more years of college teaching experience	Yes	No	No

\* Note: Limited status may be granted to persons of significant professional stature by the Dean of Graduate School. In an emergency requiring a full-time faculty member to teach a graduate class, the faculty member may be granted approval by the Dean of Graduate School as ratified by the Graduate Council.

## II. Criteria for Graduate Faculty Membership

After program staffing need has been established by the sponsoring Graduate Program, the criteria for membership of the Graduate Faculty shall be based upon demonstrable elements in two primary areas: **(A)** Qualifications and **(B)** Performance. All membership on the Graduate Faculty is subject to periodic review.

### A. Qualification Minimums

See table on previous page

### B. Performance Standards

1. Research, Creative and Professional Activities. These activities should be conducted at the initiative of the faculty member.
  - a. Authoring for nationally distributed instruments—that is instruments that are recognized by the Council as meeting the generally acceptable standards of the field—resulting in publication of one book or at least two book chapters by academic presses with appropriate review processes, or at least two articles in refereed journals in the last five calendar years preceding the year of application; or juried invitations resulting in musical performance or art exhibition or original work sponsored by an arts organization or institution of national scope and reputation; or nationally refereed conference proceedings as recognized by the Council as meeting the generally acceptable standards of the field resulting in at least two publications in the last five calendar years preceding the year of application. Complete documentation must be provided for consideration of unique equivalencies in the professions.
  - b. Authoring for regional, state, and non-refereed instruments (including papers or abstracts in conference proceedings) resulting in at least two publications in the last five calendar years preceding the year of application (nationally distributed publications not utilized in a.) above may be applied in b.); or juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution or regional or state scope and reputation resulting in at least two presentations in the last five calendar years of application.
  - c. Authoring grant proposals and contracts resulting in at least one externally funded grant in the last five calendar years preceding the year of application.
  - d. Two presentations of professional, creative, and scholarly work during the last five years preceding the year of application.
  - e. Holding offices in professional and scholarly organizations during at least two of the last five years preceding the year of application.
  - f. Consulting, commissions, and other professional endeavors and/or service to enhance the graduate program performed during the last five years preceding the year of application.
2. Program Development Activities. These activities shall be conducted at the initiative of the faculty member or at the request of the academic dean, director, or department head and documented/verified as part of the application for membership:

Program development activities may include active participation in curriculum development, in the recruitment and retention of qualified graduate students, and in the development of resources or facilities for the enhancement of the graduate program.

3. Academic Activities: Teaching, policy making, advising, and directing activities to be conducted in accordance with essential needs of the mission of the graduate program shall include:
  - a. Teaching a minimum of one graduate course per year as assigned by a college dean/ director or department head.
  - b. Verified involvement in a graduate-level policy-making body for the University, advising students in the graduate program in curricular and career matters, directing and/or serving on graduate committees for student research, professional papers, recitals, exhibitions, and theses, and assuming responsibility for the direction of a graduate program **as needed**.

**Table of Performance Standard Requirements for Graduate Membership**

Standards	Member	Associate	Limited
B.1: Research, Creative, and Professional Activities	Must attain B.1.a or four of the research or creative activities listed in B.1.b to B.1.f	Must demonstrate promise, competence, and progress in attainment of standard B.1	Demonstrate some evidence of performance B.1 as it relates to unique competence
B.2: Program Development Activities	Must demonstrate active participation in B.2	Must demonstrate promise, competence, and progress in attainment of standard B.2	
B.3: Academic Activities	Must demonstrate involvement in B.3.a and B.3.b	Must demonstrate promise, competence, and progress in attainment of standard B.3	

**III. Procedure for Attaining Graduate Faculty Membership**

**A. Application**

Upon the initiative of the faculty member and by request of the academic dean, the faculty member should complete with clarity and precision the application form provided by the Graduate School. It should be indicated on the form whether the application is for initial or renewal membership.

All applications, including complete supporting documentation for all performance activities, must be submitted to the Graduate Council, through the academic dean, by March 1 preceding the academic year of the requested appointment. Applications from new

faculty members must be received by September 10 of the academic year of the requested appointment.

Applicants must attached complete supporting documentation (relative to only the five years in review) in accordance with specified guidelines and submit to the Graduate Council, through the academic dean, by March 1 preceding the academic year of the requested appointment. Supporting documentation should include but is not limited to the following:

- Copies of published articles/chapters/title page of book and publication information.
- Copies of nationally refereed publications with documentation of the referee process (letter from editor describing the referee process or submission information contained in the journals or appropriate documentation indicating that the publication is juried.
- Copies of relevant pages of conference program or proceedings.
- Copies of title pages of completed student theses or projects.
- Copies of curriculum revision forms for graduate courses.
- Acknowledgements of grants received.
- Copies of consultancy contracts.
- Acknowledgements of professional service.
- Completed Appraisal(s) of Committee Service

**B. Approval**

Upon completion of the application materials, and upon approval by a college dean/director or department head, the faculty member shall present the application to the Dean of Graduate School; The Dean of Graduate School shall present the application to the Graduate Council for consideration; and upon approval of the Graduate Council, the Dean of Graduate School shall present the application to the Vice President for Academic Affairs and to the President for further consideration.

**Lengths of Appointment for Each Level of Membership**

Membership	Appointment Length
Member	5 Years
Associate	3 Years
Limited	1* to 3 Years

\*Repeated Note: Limited status may be granted to persons of significant professional stature by the Dean of Graduate School. In an emergency requiring a full-time faculty member to teach a graduate class, the faculty member may be granted approval by the Dean of Graduate School as ratified by the Graduate Council.

**C. Continuance of Membership**

Criteria attained for Graduate Faculty membership must be maintained for continued membership. Graduate Faculty membership must be periodically, with the length of the term dependent on the category of membership.

For continued membership, the procedure of application and approval is the same as listed above, except that the faculty member will complete an application for renewal supplying data for the five-year period preceding the year of application for renewal. In cases where evaluation of an individual faculty member demonstrates that standards of performance on stated criteria have not been maintained, the faculty member shall not be continued on Graduate Faculty status.

#### **D. Incentives for Graduate Faculty**

The University shall maintain a program of personal incentives and professional support for faculty members who attain and maintain membership on the Graduate Faculty.

A faculty member who attains and maintains Member status on the Graduate Faculty may be accorded a three-hour reduction in teaching load at the discretion of the college/dean/director, or department head.

(revised 05/2016)



## CHECKLISTS

### Simplified checklist for Graduate Faculty Member Status

- I am employed by Northwestern.
- I am a Full, Associate, or Assistant Professor.
- I hold a terminal degree.
- I have at least two years of college/university experience.
- I have been accepted as an instructional participant in a graduate degree program at Northwestern by a college dean/director or department head.
- I am required to teach graduate courses at Northwestern.
- I have fulfilled criteria for Membership in section B.1.a, or four criteria from sections B.1.b through B.1.f.
- I have met the criteria in section B.2.
- I have met the criteria in section B.3.a and B.3.b.

### Simplified checklist for Graduate Faculty Associate Member Status

- I am employed by Northwestern.
- I am Full, Associate, or Assistant Professor.
- I hold a terminal degree.
- I have less than two years of college/university experience.
- I have been accepted as an instructional participant in a graduate degree program at Northwestern by a college dean/director or department head.
- I am required to teach graduate courses at Northwestern.
- I have fulfilled criteria for Associate membership in section B.

### Simplified checklist for Graduate Faculty Limited Member Status

- I am employed by Northwestern.
- I am a Full, Associate, Assistant Professor, Instructor, or Adjunct.
- I hold a terminal degree or can prove a unique competence.
- I have been accepted as an instructional participant in a graduate degree program at Northwestern by a college dean/director or department head.
- I am required to teach graduate courses at Northwestern.





# NORTHWESTERN STATE

UNIVERSITY OF LOUISIANA

Northwestern State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate, baccalaureate, master's, and specialist's degrees.

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

- Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359)
- Students – Frances Conine, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support Tutoring Director, Catherine Fauchaux, at 318-357-4460.

Additionally, Northwestern complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at <http://universitypolice.nsula.edu/annual-security-report/>.

Full disclosure statement: <http://universityplanning.nsula.edu/notice-of-non-discrimination/>

\*Inquiries regarding employment application status should be made to the individual receiving the application packet.