

College of Technology & Computing

Graduate Faculty Guidelines

Feb. 6, 2017

The purpose of this document is to outline the different types of graduate faculty members in the College of Technology and Computing (CTC) along with their respective criteria and duties pertaining to the master's degree programs in CTC. Graduate faculty are defined in one of the following three categories:

Full Member: a tenured or tenure-track faculty member or academic administrator with faculty status and has earned a terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which he or she is expected to teach. Graduate faculty full members may serve on the Graduate Council, teach graduate courses in the master's degree programs, serve on or chair advisory committees of graduate students, and participate in other matters concerning graduate education within the college and the University.

Associate Member: a tenured or tenure-track faculty member or academic administrator with faculty status who has an earned terminal degree or actively working towards a terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which he or she is expected to teach. Graduate faculty associate members may teach graduate courses in the master's degree programs and serve on advisory committees of graduate students.

Professional Member: a non-tenure track, full-time faculty member or adjunct instructor. Professional members shall have an earned master's degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching. Graduate faculty professional members may teach graduate courses in master's degree programs. Professional members shall teach no more than one-third of the 6000-level total credit hours for the graduate degree or graduate certificate. Graduate faculty professional members may serve on advisory committees of graduate students with the approval of the Department Chair and Dean. Professional members do not attend meetings and are not able to vote on decisions regarding the graduate program.

Graduate Faculty Application Process

Applicants for graduate faculty status shall complete a Graduate Faculty Application Form and submit it and a copy of vita to their Department Chair. If approved by the Department Chair, the application shall be reviewed by the Dean. Applications approved by the Dean shall then be

sent to Graduate Council. The Graduate Council shall review and approve or disapprove the application, and may also request additional information before making a decision. The Director of Graduate Studies shall notify the applicant, Department Chair, and Dean of the decision taken by Graduate Council.

Note: graduate faculty will be evaluated by the Graduate Council initially and every three years thereafter.

Full Members

To qualify to become a graduate faculty full member, a tenured or tenure-track faculty member or academic administrator with faculty status shall submit an application and vita to the Graduate Faculty Council through the process described above. The faculty member must model professional and ethical responsibility, and hold an earned terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program which the full member is expected to teach. In addition, a recommendation will be made on the basis of evidence that the faculty member's teaching, scholarship and service is exemplary and includes several of the following elements:

- A record of recent effective teaching, as determined by the Department Chair and Dean, based on a demonstration of:
 - current understanding of the literature, and application of content in a professional setting
 - student-centered focus both in the course of instruction and with reference to availability, mentoring and responsiveness
 - use of accepted best practices in teaching including student-engaged learning
 - development and use of appropriate assessments including those that hold students accountable for their learning process and demonstrates mastery
 - effective teaching as validated by SRIs for the past several semesters
- A continuing record of notable scholarship, as determined by the Department Chair and Dean, based on a demonstration of:
 - current contributions in scholarly work, and a combination of two or more of the following every five years: presentations of scholarly work; peer-reviewed, scholarly publications; or other scholarly activities (as approved by the Department Chairs and/or Dean)
 - initiation and/or collaboration in empirical/theoretical research that enhances knowledge about the faculty member's area(s) of expertise in teaching and learning
- A continuing record of dedicated service, as determined by the Department Chair and Dean, based on a demonstration of:
 - a record of service on department, college, and/or university committees and/or service with professional or community organizations
 - a record of participation on graduate student committees, either as a chair or committee member

- a record of recent public service experience related to the courses s/he will be teaching

Associate Members

To qualify to become a graduate faculty associate member, a tenured or tenure-track faculty member or academic administrator with faculty status shall submit an application and vita to the Graduate Faculty Council. S/he must model professional and ethical responsibility, and hold an earned terminal degree or must be actively working towards a terminal degree from a regionally accredited university or equivalent institution in a discipline appropriate to the program in which the associate member is expected to teach. In addition, a recommendation will be made on the basis of evidence that the teaching, scholarship and service is exemplary and includes several of the following elements:

- A record of recent effective teaching, as determined by the Department Chair and Dean, based on a demonstration of:
 - current understanding of the literature, and application of content in a professional setting
 - student-centered both in the course of instruction and with reference to availability, mentoring and responsiveness
 - use of accepted best practices in teaching including student-engaged learning
 - development and use of appropriate assessments including those that hold students accountable for their learning process and demonstrates mastery
 - effective teaching as validated by SRIs for the past several semesters
- A continuing record of notable scholarship, as determined by the Department Chair and Dean, based on a demonstration of:
 - current contributions in scholarly work, including presentations of scholarly work; peer-reviewed, scholarly publications; or other scholarly activities (as approved by the Department Chair and/or Dean)
 - initiation and/or collaboration in empirical/theoretical research that enhances knowledge about the faculty member's area(s) of expertise in teaching and learning
- A continuing record of dedicated service, as determined by the Department Chair and Dean, based on a demonstration of:
 - recent public service experience related to the courses s/he will be teaching
 - continuing professional education, or other criteria, as determined by the Dean and Department Chair, that demonstrates that the individual is current in the area in which he or she will be teaching

Professional Members

To qualify to become a graduate faculty professional member, a non-tenured or non-tenure-track, full-time faculty member or adjunct instructor shall submit an application and vita to the Graduate Faculty Council. S/he must model professional and ethical responsibility, and hold an

earned master's degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching. In addition, a recommendation will be made on the basis of the Department Chair and/or peer evaluations that present evidence that the teaching and service is exemplary and includes several of the following elements:

- A record of recent effective teaching, as determined by the Department Chair and Dean, based on a demonstration of:
 - current understanding of the literature, and application of content in a professional setting
 - student-centered both in the course of instruction and with reference to availability, mentoring and responsiveness
 - use of accepted best practices in teaching including student-engaged learning
 - development and use of appropriate assessments including those that hold students accountable for their learning process and demonstrating mastery
 - effective teaching as validated by SRI's for the past several semesters
- A continuing record of dedicated service, as determined by the Department Chair and Dean, based on a demonstration of:
 - professional experience that is current, substantial (in terms of duration and level of responsibility), and clearly linked to the field in which the faculty member is expected to teach
 - continuing professional education, or other criteria, as determined by the Dean and Department Chair, that demonstrates that the individual is current in the area in which he or she will be teaching

Appointment, Reappointment and Dismissal

The Graduate Council normally approves graduate faculty for a three-year appointment. After the appointment term expires, graduate faculty must reapply for graduate faculty status. The Graduate Council and the Director of Graduate Studies shall review salaried, benefits-eligible faculty and adjunct instructors for graduate faculty status every three years to ensure that individual college/school graduate faculty requirements are consistently and fairly applied within each college/school.

The Graduate Council may consider one-year graduate faculty appointments for faculty who are actively working towards a terminal degree in accordance with Policy 655 4.2.2.1. For appointment and reappointment as graduate faculty, these applicants shall provide the Graduate Council adequate documentation, initially and annually, that demonstrates progress towards completion of the terminal degrees.

In accordance with 5.5.3, the teaching requirement in Policy 655 4.2.1.1, 4.2.2.1, and 4.2.3.1 may be waived for those who have no prior teaching experience.

If, for any reason, circumstances call into question a faculty member's ability to perform this role, the respective Department Chair will discuss this with the Dean. The Dean may then bring

the issue to the attention of the graduate faculty in the college. The graduate faculty in the college will vote on the matter, and a majority will carry the recommendation forward to the UVU Graduate Council. Should there be a tie, the Department Chair and Dean will determine decisions regarding dismissal and reappointment.

Form H

Graduate Faculty Application Form

Faculty Name: _____

Department: _____ College/School: _____

Degree Name including emphasis: _____

University Awarding Degree: _____

Is the degree stated above a terminal degree? Yes _____, No _____

Applying For:

____ Graduate Faculty Full Member

____ Graduate Faculty Associate Member

____ Graduate Faculty Professional Member

The Faculty member listed above meets the qualifications for the type of Graduate Faculty indicated in according with UVU Graduate Faculty policies.

_____ Faculty Applicant Name	_____ Faculty Applicant Signature	_____ Date
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_____ Department Chair Name	_____ Department Chair Signature	_____ Date
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_____ Graduate Coordinator Name	_____ Graduate Coordinator Signature	_____ Date
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_____ Dean Name	_____ Dean Signature	_____ Date
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Graduate Council provides final approval for Graduate Faculty status.