

[From NKU *Faculty Handbook*, December 2003]

K. GRADUATE FACULTY

All graduate courses must be taught by graduate faculty appointed to do so by a specific department. Graduate faculty members may only teach courses bearing designators for which they have been specifically approved with the one exception of graduate Education methods courses within their discipline.

The Graduate Council is responsible for granting graduate faculty status. The application process for this status is initiated by faculty request to the Council.

1. FULL GRADUATE FACULTY STATUS

Faculty appointed to full graduate faculty status may:

- a. teach or supervise graduate students;
- b. chair a thesis committee or serve as a committee member;
- c. advise graduate students;
- d. serve on Graduate Council;
- e. serve as a graduate program director;
- f. vote upon any issue that is presented for a vote by all graduate faculty.

The term for full graduate faculty status is four years.

Criteria for full graduate faculty status are:

- a. appointment as a tenured or tenure track faculty member;
- b. a Ph.D. or other appropriate terminal degree;
- c. evidence of active scholarship within the last four years. Active scholarship is defined as work that has led to, or has been accepted for, outcomes such as: refereed publication, refereed conference presentation (to the disciplinary group at the state or broader level), invited conference presentation (to the disciplinary group at the state or broader level), recitals, or production and display of works of art;
- d. evidence of activity as an effective educator at the graduate level. Within the four years prior to application, applicants must have either taught graduate classes or supervised graduate students (e.g., in independent research projects, theses, or practica). There must be evidence that work with graduate students was effective.

2. ASSOCIATE GRADUATE FACULTY STATUS

Faculty appointed to associate graduate faculty status may:

- a. teach or supervise graduate students;
- b. advise graduate students;
- c. serve on thesis committees as a member but not as a chair.

The term for associate graduate faculty status is two years.

For initial appointment, a minimum of an appropriate terminal degree, or a master=s degree plus at least five years of professionally relevant work experience, is required. No graduate teaching experience is required for an initial appointment to associate graduate faculty status.

For reappointment, there must be evidence that the faculty member is an effective educator at the graduate level (unless the person has had no opportunity to work with graduate students while holding this status).

Associate graduate faculty members may apply for full graduate faculty status as soon as they have satisfied the criteria listed in part 1.

3. TEMPORARY APPOINTMENT

When departmental exigencies require that a faculty member without graduate faculty status must be assigned to teach a graduate course, a temporary appointment can be approved for a period not to exceed one semester. Temporary appointment requires a review and recommendation by the department chair and approval of the college dean with a copy of the approval submitted to the Office of Graduate Programs. If the faculty member intends to teach graduate students in subsequent academic terms, then, during the period of the emergency appointment, the individual should apply for associate or full graduate faculty status, as described above.