

Proposed: Graduate Faculty Status Policy
University of Arkansas at Little Rock
November 20, 2013

Overview:

1. There will be three categories of graduate faculty status: Affiliate, Full, and Doctoral (See definitions beginning on Page 5.).
2. Faculty members who are full-time non-tenure-track at UALR have the choice of applying for Affiliate status or for Full status (Details below.).
3. Graduate faculty statuses be appointed on a 6-year term, and the faculty member must re-apply every sixth year after tenure (or initial appointment for Affiliate) to receive renewal of graduate faculty status.
4. A new record-keeping and operational process be created and maintained by the Graduate Council (Details below.).
5. The new review process will be phased in commensurate with restructuring of the colleges and a schedule will be set and administered by the Graduate School.

Process for Initial Appointment to Graduate Faculty:

The process for initial appointment remains the same as currently practiced with the change in terminology from “nomination” to “application.” The faculty member fills out an application form, checking the box for the appropriate status sought and including all requested information, including a current curriculum vitae (CV). The chair of the department or appropriate program head signs the application form for approval, the dean of the college signs for approval, and the Graduate Council votes for approval of faculty member at appropriate status level. The application then goes to the Graduate Dean for review.

I. Process for Renewal Appointment for Full Status:

In year 6 of the initial appointment and every sixth year thereafter, the faculty member applies to the Graduate Council for renewal of graduate faculty status. The application consists of

- a completed application for renewal,
- a current CV with brief narrative description of accomplishments during this review period,
- an accompanying statement from the appropriate authority in the department/program (e.g., chair of personnel committee, chair of department, etc.) evaluating the faculty member’s performance during review period relative to the criteria in his/her department/program and a recommendation on renewal.

The above documents constitute the renewal dossier. The renewal dossier includes the information relevant to the applicant’s scholarly activity, graduate teaching, graduate student mentoring roles (if applicable), and professional and graduate service (if

applicable). The accompanying statement from the department/program should confirm that the applicant for renewal has sufficient accomplishments to continue his/her Affiliate, Full or Doctoral status and recommend continuation. *The faculty member's record will be measured by the department/program using the standards set by the department/program.* The Graduate Council Personnel committee makes a final recommendation based upon the renewal dossier.

If the accompanying statement does not recommend renewal at the current status, it should explain clearly what is lacking in the applicant's record during the recent 6-year term. The applicant must receive a copy of the accompanying statement at the same time the Graduate Council does (if not before). The applicant may submit a written appeal to the Graduate Council if s/he disagrees with the assessment. The Graduate Council will consider both documents. If the Graduate Council, based upon recommendation of the departmental/program official, votes not to renew a status level, the faculty person has the opportunity to appeal through the normal appeals process available to faculty undergoing Annual Review (see Faculty Handbook). If the accompanying letter recommends renewal and the Graduate Council disagrees with this assessment based on materials provided, a request for further documentation or for clarification will be made (copies of request will go to department/program official, chair of department/program, and applicant). A faculty member may request an extension of his/her review period for up to two academic years with support from the department/program official in charge of evaluating performance. Current status privileges apply during the extension period.

During the time of the appeal process, the faculty member is allowed to continue with the same privileges of the prior status, except that s/he will not be given any new graduate assignments that were not already part of his/her duties, including supervision of new student research. The person may continue with supervising current students and teaching already slated courses. This continuance can last no more than two academic semesters (summer not included). If, after appeal, the final determination is that the faculty member cannot continue to hold the current faculty status, s/he will be stripped of that status until a re-application can be made that demonstrates remedy of deficiencies. The re-application process is the same as the review process, and the faculty member must initiate it.

Each semester, the Graduate School will send notices to faculty when their renewal period is the following semester. If the faculty member does not provide review materials to the Graduate Council during the semester of his/her renewal, the status continues for a one-semester time period during which the review must take place or the faculty member loses graduate faculty status and can no longer perform the duties granted by such status until renewal is granted.

II. Process for Renewal for Doctoral Status

The Graduate Council requests that all doctoral programs have an internal review procedure for doctoral faculty appointments within the program. The reviews should be thorough and should occur typically every 6 years (a shorter review period may be required for program standards, and a longer review period may be requested based on program needs). The review process used by each doctoral program should be sent to the Graduate Council, and the Graduate Council should be kept abreast of any changes to the review process. If programs prefer not to create their own internal review process, they can request to follow the Graduate Council procedures outlined earlier for Full status, adding in any materials that may be relevant to the program regarding doctoral teaching, doctoral student supervising, or research expectations.

In the faculty member's sixth year, the review committee for the doctoral program will forward to the Graduate Council an evaluation report of the faculty, including any reports of reviews conducted in the prior 5 years (for those programs with shorter review periods) along with the review committee's recommendation (renewal, continuing, denial, other, etc). The documentation provided to the Graduate Council for Doctoral renewal should be similar to that of Full renewal (See above for Full renewal requirements).

If at any point a faculty member's doctoral status changes in a specific program during the 6-year period, the Graduate Council should receive notice and explanation of the change. The appeal process for Doctoral status must be made clear by each doctoral program in its internal review process. At the 6-year renewal point where Graduate Council votes on renewal, the appeal process will be the same as for Full status (see above).

III. Process for Renewal for Affiliate Status

Full-time non-tenure track faculty at UALR qualified for Affiliate status will follow the same process as Full status for renewal, although the expectations for scholarship and service will be adjusted based on individual faculty appointment and department/program expectations. All others on Affiliate status (non-UALR employees or adjunct employees) will submit only an updated CV and an application for renewal with *no need for brief narrative descriptions or accompanying statement*. At any time that an Affiliate member outside the university is no longer affiliated with the program that appointed the person to Affiliate status, the chair who approved the person's original appointment should notify the Graduate Council immediately in an effort to keep an up-to-date database of graduate faculty members.

Statement of Integrity:

Faculty members elected to Graduate Council agree to complete their term of service with a commitment of conduct that is professional and ethical. In the event a faculty member's graduate faculty status review occurs during a term of service on Graduate

Council, said faculty member shall not participate in her/his individual review process or voting.

IV. Criteria for Renewal Review

The details provided in a renewal dossier (CV with brief description, accompanying statement) will fit the specific vocabulary of the discipline or field and should follow general standards of the field. In addition to the faculty member's own scholarly activity, the criteria should encapsulate all of the ways in which a faculty member may contribute to the graduate education, such as teaching, advising, and mentoring as well as contributions to student productivity (i.e., articles/presentations/competitions).

The renewal dossier should specify the type(s) of minimum requirements necessary for Affiliate, Full and Doctoral status (in programs where doctoral programs exist) in scholarly, teaching, and service activities. These standards are decided on at the local (department/ program) level and should be recorded at that level.

The criteria of the department/program should cover the following areas:

- *Scholarly activity*: This includes various forms of research, presentation, exhibition, workshop, etc, as deemed appropriate by those in the field designing the criteria and in keeping with the Promotion and Tenure document of UALR (section I.B. Scholarship). The accompanying statement should provide guidance regarding the types or numbers of products/activities that are minimally expected in the given discipline.
- *Graduate teaching*: This includes any special criteria needed to be met in order to teach doctoral courses and/or any restrictions placed on teaching a set of specified courses at various status levels. All of a faculty member's contributions to graduate teaching should be considered during review.
- *Participating on and/or chairing thesis/portfolio/project/dissertation committees*: For programs that require thesis/project/portfolio/dissertation, stipulations may be specified for serving as chair at the certificate, master or doctoral levels. Programs may determine a maximum or minimum number of theses, projects, portfolios, capstones, comprehensive exams, and/or dissertation committees that are generally expected of faculty members. Faculty should receive credit during review for participation and chairing of such committees in their own and in other programs.
- *Graduate service*: This includes serving as graduate coordinator, a graduate-level committee in the college or program, or on Graduate Council; creating new graduate level courses; organizing adjuncts or instructors teaching in a graduate degree; coaching and/or accompanying students to present their activity at professional meetings; serving as advisor to graduate student groups; creating student workshops or other mentoring roles; overseeing internships or other activities (if not already

counted un teaching duties); participating on external professional committees or governing bodies; reviewing graduate programs at other institutions, and the like.

• *Consideration for those in full-time or part-time administrative positions or in other special circumstances:* Departments/programs will need to take into consideration the review criteria that fit their own departments/programs when those holding administrative roles or in other special circumstances come up for review. Examples include but are not limited to: department chairs; program coordinators (graduate or undergraduate); deans; associate deans; those who have been on FMLA leave during the review period; those who have shouldered heavy burdens for undergraduate administration during the review period; those who have served in major faculty governance roles during the review period. Each department/program should develop an understanding of expectations in the above regularly anticipated circumstances, and be willing to discuss options for such unexpected circumstances.

Graduate Faculty Status at UALR

Due to the diverse nature of graduate programs, faculty teaching in the programs may possess different qualifications. Three categories of faculty status are recognized by the Graduate Council: Full, Doctoral, and Affiliate. Each college may add special types of status as required.

Full Status:

Full status is offered to persons tenured or in tenure track positions at UALR and persons in full-time non-tenure-track positions who seek Full status and meet the criteria. They hold an appropriate terminal degree in their field and are active in scholarship. Persons holding the titles of Research or Clinical Assistant Professor, Research or Clinical Associate Professor, or Research or Clinical Full Professor, as distinguished by UA Board Policy 405.1 also qualify.

Full members can:

- Teach graduate courses
- Serve as graduate advisor
- Serve as master's thesis/project committee chair
- Serve on thesis/project committee
- Evaluate comprehensive exams or portfolios (with appropriate program approval)
- Serve on a dissertation committee (with appropriate program approval)
- Supervise master's level graduate research (with appropriate program approval)
- Supervise graduate assistants (GAs, TAs)
- Serve as graduate program coordinator (with Graduate School approval)
- Serve on Graduate Council (Tenured and tenure-track faculty only)

Doctoral Faculty Status:

Doctoral status is offered to persons tenured or in tenure positions at UALR. They must hold an appropriate doctoral degree in their field of practice and must be active in scholarship as determined by practitioners in their field. In addition to all of the privileges listed in the full status category, Doctoral Faculty can:

- Teach doctoral courses (in programs where such courses are designated);
- Serve as a Chair of dissertations;
- Serve as Chair of the doctoral comprehensive examining committee or other doctoral-level exam committee; and
- Supervise doctoral level graduate research

Affiliate Faculty Status:

This status is available to full-time non-tenure track faculty at UALR who do not meet the criteria listed above for Full status. This status is available to:

- (1) all adjunct instructors or others employed by UALR, and
- (2) all persons not employed by UALR.

Candidates must possess a minimum of a master's degree appropriate in their field of practice and are given all privileges and responsibilities of Full status except:

- (1) they can only serve as chairs of graduate dissertation/thesis/project/
portfolio committees for degrees no higher than they hold
and
- (2) when all other members of the committee hold Full or Doctoral status
and
- (3) with the approval of the department/program chair.

Appointment to Affiliate Faculty Status for persons not employed at UALR must be determined in accordance with all Federal Government regulations, especially persons not classified as citizens or permanent residents of the United States of America. As a result, all persons not employed at UALR must be vetted through the Office of the Vice Provost for Research, Innovation, & Commercialization prior to consideration of the Graduate Council.

In addition, all non-employees of UALR must abide by the following definitions of intellectual property rights when serving as chair or member of a committee for a graduate dissertations, theses, projects, or portfolios:

- (1) *All property rights and intellectual property rights associated with work or research created or developed at UALR or on behalf of UALR by a graduate student under the supervision of the chair belong expressly to UALR.*
- (2) *The faculty member serving as chair or member of a committee has an obligation to declare both his/her and graduate student's respective roles concerning the intent to replicate, extend, or further explore the student's research.*

(3) The faculty member may not professionally or commercially exploit the research questions, research methodology or research findings of a graduate student as a result of having served as chair or member of a committee without the express written agreement of both the student and UALR (Office of the Vice Provost for Research, Innovation, & Commercialization).