

Graduate Faculty Appointment Process

Idaho State University enjoys a sizeable and diverse portfolio of graduate programs that range from the scholarly to the creative to the clinical. This diversity of programs has led to the need to create a mechanism for appointing graduate faculty that 1) is in line with the spirit of the appointment principles articulated in the Graduate Faculty Bylaws, and 2) respects the disciplinary differences between programs and allows for flexibility in the appointment process as a result of these. To address these needs, the Graduate Council anticipates adopting the following after seeking out feedback from the Graduate Faculty of the institution as well as relevant academic administrators (program directors, chairs, deans, and the Provost's office).

As a matter of principle, all nominations must follow the process as outlined in the Graduate Faculty by-laws and be made in accordance with the principles contained therein, namely:

Nominations presented to the Graduate Council for membership on the Graduate Faculty shall be made by the chairperson or head of the candidate's department with the approval of the majority of the Graduate Faculty members of the department. Any candidate whose chairperson or head of the department is not a member of Graduate Faculty may be nominated by the appropriate academic dean with the concurrence of the Dean of the Graduate School. The following principles for nomination to the Graduate Faculty shall be adhered to:

- a) Ordinarily an individual shall possess the highest degree usually earned by scholars in his/her particular field.*
- b) An individual shall have demonstrated professional productivity and scholarly maturity.*
- c) An individual shall have had successful experience in upper division college or university teaching or equivalent teaching experience.*
- d) Any individual who no longer has Graduate Faculty responsibility may be dropped from Graduate Faculty status.*

In accordance with these principles, the Graduate Council adopts the following:

- 1) Nominees can be appointed to the Graduate Faculty as either "Full" or "Allied" Graduate Faculty members.
- 2) The privileges and responsibilities of each of these classes of graduate faculty are not equivalent and are articulated in the included table (Table 2).
- 3) Each College Dean should convene a Graduate Faculty Criteria Committee consisting of Graduate Faculty within their respective college at least once every 5 years to ascertain the accomplishments and/or activities necessary for a nominee to be successfully awarded graduate faculty status in their college. Accomplishments and/or activities should be quantifiable and appear in the areas of Teaching/Mentorship and Scholarship/Creative Work/Clinical Advancements.
 - a. The following are the *minimum* requirements for all "Full" graduate faculty members:
 - i. Possession of the highest customary degree for faculty in the field, or a graduate degree equivalent to the highest degree the program's students can earn along with significant experience in the field.
 - ii. Employed by Idaho State University in one of the following categories: Tenured, Tenure-Track, Clinical, Visiting Professor (Assistant, Associate, or Full), or

Research Faculty Member. Emeriti Faculty who were members of one of these categories and fulfill all other related requirements may also be appointed as “Full” graduate faculty.

- iii. Active involvement in teaching upper-division or graduate level courses, mentoring graduate level research/creative activities, and/or mentoring graduate level clinical activities.
- iv. A history of scholarly, creative or clinical contributions serving to actively advance the discipline with the promise of continued contributions in the future.

b. The following are the *minimum* requirements for all “Allied” graduate faculty members:

- i. A graduate degree equivalent to the highest degree the program’s students can earn along with ongoing experience in the field.
- ii. Experienced professionals fulfilling all other relevant criteria who are or are not employed by Idaho State University, or faculty members fulfilling all other relevant criteria who are or are not employed by Idaho State University may serve as “allied” graduate faculty.
- iii. Active involvement in teaching upper-division or graduate level courses, mentoring graduate level research/creative activities, mentoring graduate level clinical activities, or making significant professional contributions to the field.
- iv. A history of sustained engagement in the field and a demonstrable awareness of current disciplinary-specific advancements or practices.

- 4) Once the College level committee has ascertained what accomplishments and/or activities are necessary for faculty to be appointed to either “Full” or “Allied” status, these should be articulated in the appropriate locations on Table 1 (below) and a draft of this criteria should be submitted to the full college graduate faculty for a two week review and commentary period. Following the review and commentary period, the committee should reconvene to consider revisions based on the received commentary. Once a final draft has been prepared, a copy of the final proposed criteria should be forwarded to the Graduate Council for assessment and additional feedback. Once the Graduate Council has considered the final draft criteria, a full meeting of the college’s graduate faculty should be convened and the proposed Graduate Faculty Criteria should be discussed and voted upon. Once a majority vote in favor of the criteria is reached, the criteria should be forwarded to the Graduate Council for final ratification and implementation. It is necessary for both the college’s graduate faculty and the Graduate Council to ratify the proposed criteria before it will go into effect.

ISU Graduate Faculty Council – Graduate Faculty Categories, Criteria, & Responsibilities

Table 1

Graduate Faculty Categories with Criteria

Criteria	Categories	
	Full Graduate Faculty	Allied Graduate Faculty
Eligible Faculty	All Ranked (non-adjunct) ISU Faculty: Tenured, Tenure-Track, Clinical or Research Faculty Member, Emeriti Faculty Member.)	All ranked (non-adjunct) ISU faculty, as well as Instructor, Research Associate, or Museum Staff Member. Faculty members of any rank or experienced professionals fulfilling all other relevant criteria who are not employed by Idaho State University may also serve as “Allied” graduate faculty members.
Minimum Educational Preparation	Highest customary degree for faculty in the field, or a graduate degree equivalent to the highest degree the program’s students can earn along with significant experience in the field.	A graduate degree equivalent to the highest degree the program’s students can earn along with ongoing experience in the field.
Teaching, Mentoring or Supervision	Please articulate the criteria by which your college's full graduate faculty will demonstrate an active involvement in teaching upper-division or graduate level courses, mentoring graduate level research/creative activities, and/or mentoring graduate level clinical activities.	Please articulate the criteria by which your college's allied faculty will demonstrate an active involvement in teaching upper-division or graduate level courses, mentoring graduate level research/creative activities, mentoring graduate level clinical activities, or making significant professional contributions to the field.
Scholarship	Please articulate the criteria by which your college's full graduate faculty will demonstrate an history of scholarly, creative or clinical contributions serving to actively advance the discipline with the promise of continued contributions in the future.	Please articulate the criteria by which your college's allied faculty will demonstrate an history of sustained engagement in the field and a demonstrable awareness of current disciplinary-specific advancements or practices.
Evaluation/ Renewal Cycle	Five Years	Five Years

ISU Graduate Faculty Council – **Graduate Faculty Categories, Criteria, & Responsibilities**

Table 2

Graduate Faculty Categories and Responsibilities

Faculty Responsibilities	Faculty Categories	
	Full Graduate Faculty	Allied Graduate Faculty
Chair Doctoral/Masters/EdS Dissertation/Thesis	X	
Chair Doctoral/Masters/EdS Capstone Project: Case Analysis/Study, Research Report, Project, Paper, Exhibit, Performance, etc.	X	
GFR Doctoral/Masters/EdS Dissertation/Thesis*	X	*
Membership/Participation on Doctoral/Masters/EdS Dissertation/Thesis	X	X
Membership/Participation on Doctoral Capstone Project: Case Analysis/Study, Research Report, Project, Paper, Exhibit, Performance, etc.	X	X
Membership/Participation on Comprehensive/Qualifying Exam	X	X
Mentor or Supervise Graduate Activities	X	X
Develop/Teach Graduate Courses	X	X
Participation in Graduate Faculty Governance (e.g., voting graduate faculty member, graduate council, other graduate faculty governance committees)	X	

*Allied Graduate Faculty may serve as a GFR with the approval of the Dean of the Graduate School.