



St. Cloud State University Faculty Association

Headley Hall Rooms 104-107
720 Fourth Avenue South
St. Cloud, MN 56301-4498
Phone: (320) 308-3979
Website: <http://www.scsufa.org>
Email: facassoc@stcloudstate.edu

DATE: February 16, 2017
TO: Faculty Senate Members
FROM: Tom Hergert, FA President
SUBJECT: REVISED Faculty Senate Agenda, Tuesday, 2/21/17; 3:30-5:15 pm, Cascade

- 1.) Call to order
- 2.) Act on Minutes
 - a.) Faculty Senate minutes of February 7, 2017 (FS022117 2.a)—motions
 - b.) Executive Committee minutes—none to approve at this time
 - c.) UCC minutes from February 2, 9, and 16, 2017 (FS022117 2.c.1-2.c.3)—motions
 - d.) Graduate Committee minutes from February 5, 2017, and Graduate Faculty Status Policy and Procedure (FS022117 2.d.1-2.d.2)
- 3.) Treasurer's Report
- 4.) Consent Agenda
 - a.) Student Success Advisory Council (SHHS rep/2020): Laura Finch (Kinesiology)
 - b.) IFO Assessment for Course Placement Subcommittee of the Academic Affairs Council: Stephanie Houdek (Math Skills Center/SS/2020)
 - c.) Search Committee for Dean of University Library: Tina Gross (UL/SS), Cindy Gruwell (UL/SS), Melissa Prescott (UL/SS), Tracy Ore (SOC/CLA)
- 5.) Special Elections
 - a.) Search Committee for Dean of SOE (replacement for resignation): Yun Claire Park (IM/SOE); Kristen Carlson (IM/SOE)
- 6.) Call for Additional Agenda Items
- 7.) Announcements
 - a.) Grievance Update
 - b.) Negotiation Update
 - c.) Provost and President Updates
 - d.) Budget Review Committee Update/Meeting 2/22/17
- 8.) Unfinished Business
- 9.) New Business
 - a.) Glenn Davis (Mike Sharp and David Warne) Time Certain 4:00 pm
 - b.) Final Candidates of FA Officers (taking volunteers until 2/21/17)/Candidate Forum at 2:30 pm on 3/14/17 in Cascade right before Faculty Senate:
 - FA President (2017-19): Tom Hergert (UL/SS)
 - FA Vice President (2017-19): Mark Jaede (HIST/CLA)
 - IFO Board member (2017-19): Geoffrey Tabakin (ALC/SS), Shawn Schooley (POL/SOPA)

- c.) UCC motions
- d.) Graduate Committee motion

10.)Adjournment



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Draft

FACULTY SENATE MEETING MINUTES

February 7, 2017, 3:30 pm Cascade Room

OFFICERS: Tom Hergert, Frances Kayona, Tracy Ore, Tina Sacin

IFO BOARD: Debra Leigh, Mark Jaede

NEGOTIATOR: Shawn Jarvis

MAJOR COLLEGE/UNIT REPRESENTATIVES: (CLA) John Harvey, Debra Japp; (COSE) Matt Julius; (HBS) Bill Hudson; (SCEE) Tony Hansen; (SHHS) Laura Finch; (SOA) VACANT; (SOE) Steve Hornstein; (SOPA) Dick Andzenge; (SS) Cindy Gruwell

COLLEGE OF LIBERAL ARTS (CLA): (ANTH) Rob Mann; (CMST) VACANT, David Warne, Eddah Mutua; (ENGL) John Madden, Jamie Heiman, VACANT; (ETHS & WS) Miguel Chavez; (FORL) Agustin Boyer; (HIST) VACANT, VACANT; (COMM) VACANT; (PHIL) Paul Neiman; (PSYC) Leslie Valdes, Jody Illies; (SOC) Ann Finan

COLLEGE OF SCIENCE & ENGINEERING (COSE): (BIOL) Louise Millis, Mark Minger, Ryan Fink; (CHEM) Jake Rafferty, Mike Jeannot; (MATH & STAT) Ravi Kalia, Bill Branson, Michael Ernst; (PHYS) Chris Nelson

HERBERGER BUSINESS SCHOOL (HBS): (ACCT) VACANT; (FIRE) VACANT; (IS) Susantha Herath; (MGMT) Konghee Kim, VACANT; (MKTG) Rajesh Gulati

SCHOOL OF COMPUTING, ENGINEERING & ENVIRONMENT(SCEE): (AHS) Alan Srock; (CSCI & IT) Amos Oluagunju, Jayantha Herath; (ECE) Aiping Yao; (ETS) Tony Akubue; (MME) Julianna Zhao

SCHOOL OF HEALTH & HUMAN SERVICES (SHHS): (CSD) GN Rangamani; (COUN & PSYC) Martin Guo, Trae Downing; (GERO) Rona Karasik; (Kinesiology) Giovanni Antunez; (NURS) Victoria Hammer, Pamela Rickbeil; (SW) Patience Togo Malm

SCHOOL OF THE ARTS (SOA): (ART) Julie Baugnet, Kathryn Gainey; (MUS) Kristian Twombly, VACANT; (TH & FS) Christopher Jordan

SCHOOL OF EDUCATION (SOE): (CFS) JoAnn Johnson; (ELHE) VACANT; (HURL) Semya Hakim; (IM) Merton Thompson; (SPED) Bradley Kaffar; (ED) VACANT, VACANT

SCHOOL OF PUBLIC AFFAIRS (SOPA): (CJ) VACANT; (ECON) Monica Garcia-Perez; (GEOG & PLAN) Kevin Ahlgren, VACANT; (POL) Shoua Yang, Shawn Schooley

SPECIAL SERVICES (SS): (AS) Geoffrey Tabakin, Laurie Yourk; (ATHL) VACANT, VACANT; (CONT STUDIES) VACANT; (COUNS) Steve Jenkins; (LRS) Jennifer Quinlan, Jo Flanders

1) Call to order at 3:40 pm

2) Act on Minutes

a.) Faculty Senate minutes of January 24, 2017 (FS020717 2.a)—motions

Motion to approve FS minutes of January 24, 2017, and all actions included—
(Hudson/Fink). Passed

b.) Executive Committee Minutes from December 13, 2016 (FS020717 2.b)—filed.

c.) Safety Committee Minutes from January 25, 2017 (FS020717 2.c)—filed.

d.) UCC minutes from January 26, 2017 (FS020717 2.d)—motions voted on below.

e.) Liberal Education Committee Minutes from October 13 and 27, 2016 (FS020717 2.e.1-2.e.2)—filed.

3) Treasurer's Report—no report given; quarterly report at last Faculty Senate.

4) Consent Agenda—none.

5) Special Elections

Terms start fall 2017:

a.) Student Success Advisory Council

SOPA rep/2020: Morgan Nyendu (POL) 1 vote, Alvin Yu (GEOG&PLAN)

- 6) Call for Additional Agenda Items—none.
- 7) Announcements
- a.) Grievance Update—Hergert gave an update.
 - b.) Negotiation Update—Hergert gave an update; Jarvis sent out an email update this past week.
 - c.) Provost and President Updates—Hergert gave an update.
 - d.) Vacancies for FA President, FA Vice President, and IFO Board member (all two-year terms) deadline to volunteer February 21, 2017 (FS020717 7.d)—announced.
 - e.) Chancellor search—we’ve reserved ISELF 108 tomorrow 9 am- 2 pm and refreshments will be available. Please attend if you’re available.
- 8) Unfinished Business—none.
- 9) New Business
- a.) **UCC motions.** Passed
 - b.) Green Card Voices Exhibit request: The Communication Studies Department requests \$100 from the FA to support the Green Card Voices exhibit that will be held in Atwood Memorial Center from February 6th through the 19th and in Riverview (and co-sponsors office areas) from February 20th through March 3rd. The goal of Green Card Voices is to record the stories of American immigrants and share them with the world. The exhibit will consist of 20 vertical banners each of which tells the story of an immigrant including naturalized citizens, permanent residents, refugees and asylees, and persons on temporary visas. Several members of the SCSU community have been interviewed for this project although their stories have not yet been placed on banners. Questions can be directed to Jeff Ringer.
- Motion to contribute \$100 to the Green Card Voices exhibit**—(Schooley/Leigh).
Passed
- c.) Immigration Executive Order signed Friday, January 27 titled “Protecting the Nation from Foreign Terrorist Entry Into the United States” (Tabakin) (FS020717 9.c)--
On the “Muslim ban”

As a point of Personal Privilege, I ask that these remarks be entered into the record of these proceedings along with the attached motions. Geoffrey Tabakin Faculty Association Senator.

As a refugee from Apartheid South Africa in 1968 I was initially denied entry to the United States of America on the grounds that I had opposed the “Democratic” Government of the Republic of South Africa, an ally in good standing with the United States of America. Three months—December 1968 to March 1969—and many adventures homeless on the streets of Montreal I secured a visa and entrance to the USA due to the involvement and action of citizens of the United States. Refugees, visa holders, and non-citizens with family ties do not have rights of redress through the courts even when agreements have been made.

The plight of individuals in the face of overwhelming political posturing and power needs to be taken into consideration as part of our obligation and responsibility to respond publicly in light of the Immigration Executive Order signed Friday, January 27 and titled “Protecting the Nation from Foreign Terrorist Entry Into the United States.”

With the signing of the Executive Order "Protecting the Nation from Foreign Terrorist Entry Into the United States" on Friday, January 27 we confront an edict both bewildering and stunning as regard our academic standing and our contractual commitments "to engaging as a member of a diverse and multicultural world – a key dimension of Our Husky Compact" (President Vaidya), and the mission of St. Cloud State University. Islamophobia, religious intolerance, racial and ethnic discrimination are all tied into the Executive Order. As faculty and academics – to say nothing of community members with moral conscience – we have a responsibility to stand-up and to be heard on the issues.

It should be recognized that as refugees or persons holding visas or even green cards, the individuals seeking refuge and safety are NOT citizens and as such have no legal recourse or appeals. Without choice, without advocacy, without resources, it is the voice of privilege – ours – that must speak out against the perpetuation of this immoral, unjustified, and cruel imposition of a sentence of despair and hopelessness in the midst of terror. Whether or not the non-refoulement clause* (as enshrined in Article 33 of the 1951 Convention Relating to the Status of Refugees and also contained in the 1967 Protocol Relating to the Status of Refugees) is fully enforced, the stark reality is that uncertainty as to status due to the invocation of Islamophobic discrimination permeates our community, our colleagues and our students -- indeed any international person subjected to the arbitrariness of border control.

*"Non-refoulement is a key facet of refugee law, that concerns the protection of refugees from being returned or expelled to places where their lives or freedoms could be threatened. Unlike political asylum, which applies to those who can prove a well-grounded fear of persecution based on certain category of persons, non-refoulement refers to the generic repatriation of people, including refugees into war zones and other disaster locales." <https://en.wikipedia.org/wiki/Non-refoulement>

MOTION/amended—(Tabakin/Schooley). Passed

- 1. MOVE that the Senate endorses and supports the position of President Vaidya and Chancellor Rosenstone in our unambiguous commitment to diversity and academic integrity. We call on the faculty association, the administration, other unions, and students to come together in a town hall meeting/"teach in"/"speak out" to address the concerns of our students and colleagues as regard this matter. WHEREAS the urgency and crisis nature of the situation calls for an immediate public response to ensure that all affected are made aware of our position MOVE that the town hall discussion take place on Tuesday 14th February 2017 (appropriately Valentine's Day as an act of love and support) in lieu of Executive Committee Meet and Confer and business as usual.**
- 2. WHEREAS information regarding the ban is moving very rapidly MOVE that the CARE Initiative website sets up as a repository to link documentation and other pertinent materials concerning this ongoing catastrophe.**

3. **MOVE** that the IFO and our legal resources develop a statement and policy position on this matter and support the actions taken by the Minnesota Attorney General's Office challenging this Executive Order;
4. **WHEREAS** the matter will be under dispute for some time while lives and hopes are disrupted **MOVE** to explore means and resources to assist students and colleagues put in jeopardy by the constraints of the Executive edict order through the establishment of a campus wide **ad hoc Committee on the Protection of Immigrant, International, and DACA -- Students, Faculty, Staff, and Administration.**

Motion to amend by changing "edict" to "order"—(Madden/seconded). Passed

Faculty Senate recognized Balsy Kasi and he spoke.

d.) Call for an external audit of university finances discussion (Thompson)—Hornstein provided the information that an external audit is done annually and published biannually. There was discussion.

e.) Make up of FA representative group for Library Dean Search—four reps requested.

Motion for three library faculty and one at-large faculty to serve on the Library Dean Search Committee—(Quinlan/Schooley). Passed

Motion to amend to two library faculty and two at-large faculty to serve on the Library Dean Search Committee—(Kalia/seconded). Failed

10.)Adjournment at 4:35 pm

Submitted by Polly Chappell, Faculty Association Administrative Assistant

MINUTES
UNIVERSITY CURRICULUM COMMITTEE
2 February 2017
ISELF Building, Room 109

FS022117 2.C.1

MEMBERS PRESENT IN BOLD:

Brenda Wentworth, Chair, School of the Arts
Bill Cook, College of Science and Engineering
Rebecca Crowell, School of Health and Human Services
Michael Ernst, College of Science and Engineering
Luis Estevez-Jimenez, School of Public Affairs
Laura Finch, Graduate Committee
Betsy Glade, College of Liberal Arts
Phyllis Greenberg, School of Health and Human Services
Cindy Gruwell, Special Services
Garth Harris, Herberger Business School
Emily Schultz, College of Liberal Arts

(NOTE: The Liberal Education Committee, School of Education and School of Computing, Engineering and Environment have no representatives.)

Queue: **Mario Hesse**, Criminal Justice
Randy Baker, Geography and Planning
Cindy Fitzthum, Geography and Planning (Social Studies)
Anthony Hansen, Atmospheric and Hydrologic Sciences
Kim Schulze, Community Psychology
Brenda Wentworth, Theatre and Film Studies

Guest: Sue Bayerl, Registrar

Meeting was called to order at 12:35 p.m. by chair Brenda Wentworth in Room 109, ISELF Building

Sue Bayerl will start by answering the questions sent to her from UCC.

M/S/P **Glade/Gruwell** Motion to approve: Agenda of February 2, 2017

Vote: 7/0/0

M/S/P **Schultz/Finch** Motion to approve: Minutes of January 26, 2017

Vote: 7/0/0

M/S/ Glade/Gruwell Motion to approve: 2016-A500-2618
CJS BA UG revised program
Pending removal of statement about online education link

Vote: /0/0

M/S/P Finch/Harris Motion to Table 2016-A500-2618

Vote: 5/0/0

M/S/ Estevez/Finch Motion to adjourn

Vote: /0/0

Meeting adjourned at 1:50 p.m.

Brenda Venturillo
Chair, UCC

2/20/17
Date

FSO2217 2.c.2

MINUTES
UNIVERSITY CURRICULUM COMMITTEE
February 9, 2017
ISELF Building, Room 109

MEMBERS PRESENT IN BOLD:

- Brenda Wentworth**, Chair, School of the Arts
- Bill Cook**, College of Science and Engineering
- Rebecca Crowell**, School of Health and Human Services
- Michael Ernst**, College of Science and Engineering
- Laura Finch**, Graduate Committee
- Betsy Glade**, College of Liberal Arts
- Phyllis Greenberg**, School of Health and Human Services
- Cindy Gruwell**, Special Services
- Luis Estevez-Jimenez**, School of Public Affairs
- Garth Harris**, Herberger Business School
- Emily Schultz, College of Liberal Arts

(NOTE: The Liberal Education Committee, the School of Education and the School of Computing, Engineering and Environment have no representatives.)

QUEUE:

- Mario Hesse**, Criminal Justice
- Randy Baker**, Geography and Planning
- Cindy Fitzthum, Geography and Planning (Social Studies)
- Anthony Hansen, Atmospheric and Hydrologic Sciences
- Kim Schulze**, Community Psychology
- Brenda Wentworth**, Theatre and Film Studies

Guests:

- Peiyi Zhao
- Susantha Herath

Meeting was called to order at 12:30 p.m. by chair Brenda Wentworth in Room 109, ISELF Building

- | | | |
|--------------|-------------------------|--|
| M/S/P | Harris/Greenberg | Motion to approve: Agenda of February 9, 2017
To Add temporary all university number for First
Year seminars, 197

Vote: 9/1/0 |
| M/S/P | Finch/Schultz | Motion to approve Minutes of February 2, 2017

Vote: 7/0/3 |
| M/S/P | Gruwell/Crowell | Motion to remove from the table and approve: 2016-A100-2623
Change IS 481/581 to IS 381

Vote: 9/0/1 |

M/S/ Cook/Schultz Motion to remove from the table and approve: 2016-A500-2618
CJS BA undergraduate revised program

Vote: /0/0

M/S/P Finch/Schultz Move to Relegate of 2016-A500-2618 to Initiator to have
Proposer talk to Math/Stats about issue of STAT 219

Vote: 9/0/1

M/S/ Harris/Greenberg Motion to approve: 2016-A500-2644
Public Safety Executive Leadership/MSCJS Change

Vote: /0/0

M/S/P Finch/Cook Motion to table pending acknowledgement from Grad Dean:
2016-A500-2644

Vote: 9/1/0

M/S/ Greenberg/Schultz Motion to approve: 2016-A500-2651
Hospitality and Tourism Major

Vote: /0/0

M/S/P Ernst/Schultz Motion to relegate to initiator: 2016-A500-2651

Vote: 10//0/0

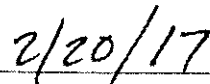
M/S/P Finch/Gruwell Motion to create 197 as a temporary (until Spring 2019) all-
university number:

Vote: 10/0/0

M/S/ Glade/Finch Motion to Adjourn

Meeting adjourned at 1:51 p.m.


Chair, UCC


Date

MINUTES
UNIVERSITY CURRICULUM COMMITTEE
16 February 2017
ISELF Building, Room 109

MEMBERS PRESENT IN BOLD:

Brenda Wentworth, Chair, School of the Arts
Bill Cook, College of Science and Engineering
Rebecca Crowell, School of Health and Human Services
Michael Ernst, College of Science and Engineering
Laura Finch, Graduate Committee
 Betsy Glade, College of Liberal Arts
Phyllis Greenberg, School of Health and Human Services
Cindy Gruwell, Special Services
Luis Estevez-Jimenez, School of Public Affairs
Garth Harris, Herberger Business School
Emily Schultz, College of Liberal Arts

(NOTE: The Liberal Education Committee, School of Education and School of Computing, Engineering and Environment have no representatives.)

QUEUE: **Mario Hesse**, Criminal Justice Studies
 Tony Hansen, Atmospheric and Hydrologic Studies and **Henry Mott**, AHS
 Kim Schulze, Community Psychology
 Brenda Wentworth, Theater & Film Studies
 Steve Wagner, Political Science
 Kristian Twombly, Music

Meeting was called to order at 12: 33 p.m. by Chair Brenda Wentworth in Room 109, ISELF Building

M/S/P Gruwell/Harris

Motion to approve: Agenda of February 16, 2017

Vote: 7/0/0

M/S/P Finch/Gruwell

Motion to approve Minutes of: February 9, 2017

Vote: 7/0/0

M/S/ Ernst/Estevez-Jimenez

Motion to remove from the table and approve: 2016-A500-2644
 PSEL/MSCJS Change, Criminal Justice

Vote: 8/0/0

M/S/P Greenberg/Schultz

Motion to table: 2016-A500-2644
 PSEL/MSCJS Change, Criminal Justice

Vote: 8/0/0

M/S/P Ernst/Harris

Motion to relegate to SOPA CC Chair: 2016-A500-2633

SST SSCI Emphasis, Geography & Planning

Vote: 8/0/0

M/S/P Gruwell/Finch Motion to approve: 016-A800-2865
AHS 232, Atmospheric & Hydrologic Sciences

Vote: 7/0/0

M/S/P Harris/Estevez-Jimenez Motion to approve consent agenda 2016-A800-2860
AHS 368 - Add explicit lab, AHS

Vote: 7/0/0

M/S/ Greenberg/Ernst Motion to Adjourn

Meeting adjourned at 1:51 p.m.

Meeting reconvened at 1:53 p.m.

M/S/P Harris/Finch Motion to Approve Minutes of 16 February 2017

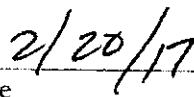
Vote: 7 /0/0

M/S/ Estevez-Jimenez/Ernst Motion to Adjourn

Meeting adjourned at 1:58 p.m.



Chair, UCC



Date

FA Graduate Committee Meeting Minutes: 3 February 2017 Meeting

Attending: Anda, Finch, Gruwell, Robinson and Thompson

Absent: Andzenge, Hudson, Peng and Tubbiola

Agenda: Final review of Graduate Faculty Status Policy and Procedure

Motion: We approve the Graduate Faculty Status Policy and Procedure document with the recommendation that FA discuss with the administration issues of scholarship requirements, appeals process documents, the start-up timeline, and the annual timeline.

Four Yeas; one Nay, no abstentions

Graduate Faculty Status Policy and Procedure

Overview of Policy

As a comprehensive, public institution, the scope of graduate education at St. Cloud State University encompasses a broad spectrum of advanced degrees and credentials. Participation in graduate education is reserved for individuals appointed to Graduate Faculty Status whose qualifications, experience, and institutional appointments enable them to make significant contributions to the training of graduate students in research, creative, or scholarly activity and/or professional graduate programs in a comprehensive and sustained manner. Given the genuine commitment to scholarship and activity required, only faculty with graduate faculty status may teach graduate courses, mentor graduate students as they work on their culminating experiences, direct graduate-level independent studies and advise graduate students.

This Graduate Faculty Status Policy is in compliance with Higher Learning Commission guidelines and indicates that St. Cloud State University values scholarship and has a systematic approach to monitor and evaluate the qualifications necessary to obtain and maintain Graduate Faculty Status.

Graduate Faculty Status is not intended for the limited purpose of teaching graduate courses or for serving on a singular or occasional thesis committee. Nor is it expected as a means to recognize an individual who holds a graduate degree and may be employed at the University otherwise. Status is intended for individuals who participate broadly in the training of graduate students (i.e., supervising master's or doctoral research or culminating experiences, serving on program committees, chairing committees, etc.) on an ongoing and continual basis and who maintain an active program of research, scholarship or creative activity.

1. Graduate Faculty Appointment: Types and Rights

The two types of appointments to the Graduate Faculty are **Full** Graduate Faculty Status and **Associate** Graduate Faculty Status.

a. Full Graduate Faculty

The Full Graduate Faculty Status is primarily for faculty appointed in a tenure-track or tenured position at St. Cloud State and who *regularly* and *broadly* participate in the training of graduate students.

Faculty with Full Graduate Faculty status may:

- Teach master's and doctoral level graduate courses
- Serve as directors of master's and/or doctoral programs
- Mentor and serve on master's and/or doctoral thesis or dissertation committees or other culminating experiences

- Direct graduate-level independent studies
- Advise master's and/or doctoral students in program of study
- Serve on Faculty Association (FA) or departmental graduate committees

b. Associate Graduate Faculty Status

The *Associate* Graduate Faculty status is primarily for non-tenure track faculty, part or full-time Fixed-Term Non-Probationary faculty (FTNP), or adjunct faculty. This status may also be sought by faculty appointed in a tenure-track or tenured position, probationary or permanent MSUAASF service faculty, and administrators at St. Cloud State who *do not broadly* participate in the training of graduate students. Non-St. Cloud State University faculty who may be periodically invited to serve on graduate thesis or dissertation committees may also seek this status.

Faculty with *Associate* Graduate Faculty status may:

- Teach master's and/or doctoral level graduate only courses
- Teach double numbered graduate courses
- Serve on master's and/or doctoral thesis or dissertation committees or other culminating experiences

Under special circumstances, if recommended by the department and the College/School Dean and approved by the School of Graduate Studies, faculty with *Associate* status may:

- Serve as directors of master's and/or doctoral programs
- Direct graduate level independent studies
- Advise master's and/or doctoral students in program of study
- Serve on departmental graduate committees

Where and when necessary, any other exceptions to types and rights of graduate faculty appointments must be recommended by the department and the College/School Dean and approved by the School of Graduate Studies.

2. Criteria for Appointment to Graduate Faculty Status

Graduate faculty status may be obtained via one of the following pathways.

- Full Graduate Status*: Possession of a terminal degree in the field of instruction and two examples of scholarship and/or professional activity as defined in Section 3. As most St. Cloud University faculty have a terminal degree and are active in their field of study, this will likely be the most common pathway to achieve Full Graduate Faculty status.
- Associate Graduate Status*: Possession of a master's or specialist degree in the field of instruction plus three examples of scholarship and/or professional activity as defined in Section 3.
- Exceptions*: An exception applies when (and only when) the credential being earned is a terminal degree. Faculty who hold terminal degrees are able to teach for that credential.

- d. *Substitutions*: Short term appointments may be granted with documentation of exceptional experience and/or scholarly, research, or creative activity in a specific area relevant to the graduate course to be taught or culminating project of the student (e.g. university employees, visiting faculty, or those without standard academic preparation). Departments will submit a request for substitution, as described in Section 4 (Special Circumstances). The Academic Dean will make a recommendation; the Dean of Graduate Studies will make the final decision.
- e. *Emergency Appointments*: This type of appointment is not meant to be used because of a failure to follow appropriate procedures, but should be used to address late hires, unanticipated vacancies, visiting faculty, etc...

3. Requirements

Graduate Faculty Status is obtained by meeting the following three criteria.

a. *Standard Academic Preparation*:

Standard academic preparation requires a terminal degree from an institution accredited at the time of the degree was awarded. Faculty eligible for appointment to Graduate Faculty Status under category 2a. (Criteria for Appointment to Graduate Faculty Status) will possess a degree in a related discipline. In addition, faculty will be active in research, scholarship, or creative activity in their field.

b. *Scholarship*:

Scholarship includes publications, presentations, and externally-funded grants. Examples are described below:

i) *Publications*

- Research, theoretical or tutorial articles published in refereed journals, conference proceedings; theoretical, creative, or other professional books, textbooks and/or chapters in edited textbooks/research books published by a national or international publisher and reviewed by peers
- Research, theoretical, creative, or tutorial articles in non-refereed journals
- Research, theoretical, creative, or tutorial monographs published by regional, national, or international organizations
- Refereed or juried artistic activities, non-profit productions appropriate to the discipline

ii) *Presentations and Externally Funded Grants*

- Similar papers presented at state, multi-state, or regional conferences or conventions
- The presentation of art, music, dance, literature or theater that is open to the campus community, general public, professional associations, or other external entity
- Professional presentations at regional, national, or international conferences

- An invited or keynote speaker
 - Grants funded by private, state, or federal agencies external to St. Cloud State University
- c. Professional Activity:
Professional activity includes consulting, contract work, professional practice, service, and submission of internally and externally funded grants.
- Consulting or contract work in the areas of disciplinary and research expertise appropriate to the academic discipline
 - Professional practice in the areas of disciplinary and research expertise appropriate to the academic discipline
 - Leadership activity in professional associations, civic organizations, or other groups in areas appropriate to the academic discipline
 - Service on university, civic, non-profit, or other boards, committees, task forces, or other groups in areas appropriate to the academic discipline
 - Grants or contracts submitted external to St. Cloud State University
 - Editorial involvement in state, regional, or national publications
 - Funding of internal faculty grant
 - Serving as a committee member of a culminating project
- d. Departments may recommend additional activities unique to the discipline

4. Definition of Criteria for Graduate Faculty Status

c. Full Graduate Status

Academic Preparation

To be appointed as **full** graduate faculty, applicants in a tenure-track or tenured position at St. Cloud State, must submit their application along with a CV indicating the terminal or highest degree received from an institution accredited at the time the degree was awarded.

Scholarship and Professional Activity

Scholarship includes publications, presentations, and externally-funded grants, and professional activity. Examples are described under Section 3. The examples of scholarship and professional activities provided must be accepted forms of activity appropriate to the discipline, from your **four-year** period prior to the initial application or the review year and must be listed in your CV. Evidence pertaining to the examples may be submitted as attachments to the application.

**Additional substantive scholarly work may substitute for examples from Section 3 – b and c with the recommendation of the department/program committee.*

d. Associate Graduate Status

Academic Preparation

To be appointed as **associate** graduate faculty, applicants in a tenure-track, tenured, non-tenured, part- or full-time FTNP, adjunct faculty position, MUSAASF, or administrative position at St. Cloud State, must submit their application along with a CV indicating their terminal or highest degree received from an institution accredited at the time the degree was awarded.

Scholarship and Professional Activity

Scholarship includes publications, presentations, externally-funded grants, and professional activity. Examples are described under Section 3. The examples of scholarship and professional activity provided must be accepted forms of activity appropriate to the discipline, from the **four-year** period prior to the initial application or the review year and must be listed in the CV. Evidence pertaining to the examples may be submitted as attachments to the application.

e. **Other**

Master's or specialist applicants with less than five years of professional experience or applicants holding a Bachelor's degree with less than ten years of professional experience, have to provide a brief justification statement as part of the application. For example, nationally known scholar in the field or program of instruction, distinguished professional or appointments such as Vice-President in a for-profit or non-profit organization, etc.

For non-St. Cloud State University Faculty who are periodically engaged in the training of graduate students, either the appropriate department or program chair will submit the application on behalf of the applicant. Non-St. Cloud State University faculty seeking this status will have to complete and submit the Volunteer Agreement Form to the department or program chair as part of the application process.

5. Appointment Procedures

a. *Newly hired Fixed-Term or tenure-track Faculty*

For newly hired fixed-term or tenure-track faculty, the appropriate level of graduate faculty status, if any, is recommended by the department, determined by the Dean of the College/School, and approved by the School of Graduate Studies. The initial appointment may be for one year for a fixed-term faculty and four years for probationary faculty. For a fixed-term faculty, if reappointed after the initial appointed for up to four years, the appropriate graduate faculty status appointment, if any, may also be continued for that period of time.

b. *Tenured*

Faculty submits the Graduate Faculty Status Application with relevant scholarship and professional activities to the Department/Program Chair, along with their CV that outlines scholarship and professional activities during the preceding four years that satisfy the requirements for Full or Associate Graduate Faculty Status.

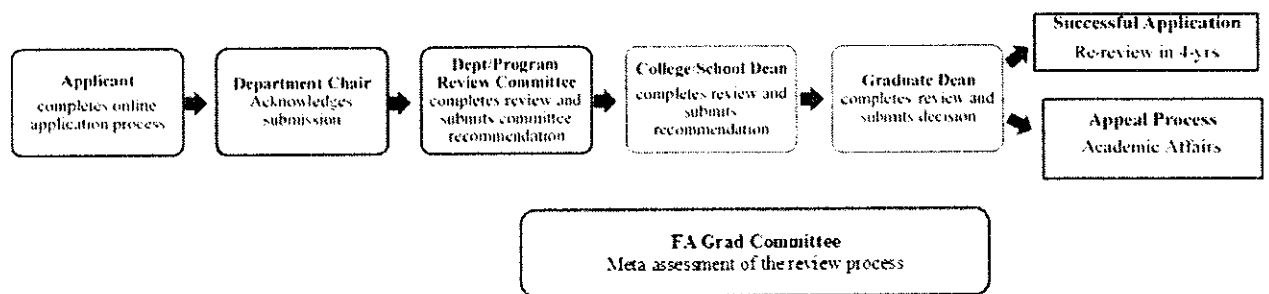
- c. Graduate faculty status may be revoked for cause, such as for academic misconduct or at the substantial recommendation of the Academic Dean or the Provost

6. Review Process

The review and renewal process for Full and Associate Graduate Faculty Status is distinct from the tenure and promotion, and the PDP/PDR review process. The review process below should be used for both the initial review for graduate faculty status and renewal every four years.

Note: The School of Graduate Studies shall initiate the renewal and review process by notifying the Academic Deans by October 1st of the academic year for both Full and Associate Faculty who are up for review and potential renewal prior to the end of the current academic year.

Full/Associate Graduate Faculty Process Workflow



a. Department/Program Level

- i. Upon the discretion of the department and college, each department and graduate program select members who have Graduate Faculty Status to serve the department or program graduate faculty status committee. This committee will be selected in accordance with the procedures established by the college/school and the department. The procedure for selecting the committee will be placed on file in Graduate Studies.
- ii. When an applicant submits the application to the department chair, the department chair acknowledges and forwards the applications to the department or appropriate graduate program committee for consideration.
- iii. The committee members independently review the applications, and upon completing committee deliberations, the committee chair forwards the application and the committee recommendation to the College/School/Dean. Individuals with joint appointments will be evaluated in the department in which their tenure, or tenure-track line resides. In these cases, the other units with which they are affiliated may be asked for a recommendation.

b. *College/School Level*

The College/School Dean will independently review Graduate Faculty Status applications and renders recommendations. The Dean then forwards the recommendations along with the applications to the Dean, School of Graduate Studies.

c. *University Level*

The Dean, School of Graduate Studies will review all materials and recommendations and make the final decision.

7. Appeals

A faculty member denied Graduate Faculty Status during the initial year of appointment or subsequent review years may appeal at any time.

- a. Submit appeal in writing to the School of Graduate Studies
- b. The School of Graduate Studies will collect information from relevant parties by holding individual and collective meetings with the applicant, Department Chair, College/School Dean, and department/program committee members to resolve the differences and to ensure that the criteria were followed.
- c. The Graduate Dean will consult with the Faculty Association Graduate Committee and request a recommendation.
- d. The appeal decision will be forwarded to the Provost's office for a final decision.

8. Policy Review

The School of Graduate Studies will consult with the Faculty Association Graduate Committee to review the policy every five years or as needed. The review will commence following initial implementation of this policy or at the request of the Faculty Association.

The School of Graduate Studies will provide annual data on the review process outlining:

- Number of individual in each category
- Percentage of appointments and denials
- Percentage of appeals approved and denied