



Winona State University

## Appointment of Graduate Faculty

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1. **PURPOSE:** To describe the requirements and procedures involved in the appointment of graduate faculty members.

**OVERVIEW:** The Appointment of Graduate Faculty Status policy reflects the philosophy that graduate education can flourish only in a climate in which faculty scholarship and professional activity is expected. To sustain a graduate culture requires a genuine commitment to scholarship and professional activity in all its forms, as well as, to effective teaching and advising. Only faculty with Graduate faculty appointments may teach, advise graduate students as they develop capstone projects, direct research, direct graduate-level independent studies, chair or serve on graduate student committees and oral examination, participate in departmental decisions concerning graduate studies, serve on Graduate Council, and supervise graduate assistants.

2. **STATUS:**

- a. **DOCTORAL GRADUATE FACULTY STATUS:**

1. **Core:** Tenured or probationary faculty who possess a doctorate and evidence of scholarly or research attainments
    2. **Associate:** Open rank or open tenure status and expertise and/or interest in the student's area of study with a doctoral degree or appropriate experience. For practitioners in the student's related profession, a record of significant career accomplishments.

- b. **FULL GRADUATE FACULTY STATUS:** Tenured or probationary faculty who possess a doctorate.

- 1: Full-time tenured or probationary faculty who have met all requirements for the doctorate with the exception of dissertation completion.
    - 2: Adjunct or fixed-term faculty who possess the doctorate.
    - 3: All other faculty who possess a Master's degree and one of the following criteria: (May teach a maximum of 12 credits per year.)
      1. 45 credits beyond the Master's
      2. professional certification
      3. significant documented experience in the area of specialization

### 3. APPROVAL PROCEDURES:

- a. The appointment of faculty to Doctoral Full, 1, 2, or 3 graduate faculty status will be made upon recommendation of the department and approval of the college dean and the Office of Graduate Studies.
- b. Following recommendation of the department, the department chair or program director has the following responsibilities:
  1. At the beginning of each school year, submit a list of additional faculty who meet the requirements for DOCTORAL and/or FULL status and those faculty who meet the criteria for Graduate Faculty 1 and Graduate Faculty 2 (Fixed-term) to the College Dean.
  2. For Graduate Faculty 1, 2 and 3, submit a REQUEST FOR FACULTY TO TEACH GRADUATE COURSES or REQUEST FOR PRACTITIONER TO TEACH GRADUATE COURSES form for each course to the College Dean. The recommendation of the College Dean must be received by the Office of Graduate Studies no later than four weeks before the course is to begin.
- c. Once approved for a course, faculty need not apply for approval each time the course is taught. However, all Graduate Faculty 1, 2 and 3 approvals will expire after seven years and faculty must reapply. The Office of Graduate Studies may approve faculty to teach a course for one semester only or for other periods of time which are shorter than the seven year limit.
- d. The Office of Graduate Studies will maintain records of all approved faculty.
- e. The detailed description of each Designation including qualifications and duties should be carefully followed by all departments when recommending faculty for approval. Special attention must be given to the Appointment Justification section of the request.

### 4. APPROVAL OF DOCTORAL STATUS GRADUATE FACULTY (CORE DOCTORAL FACULTY AND ASSOCIATE DOCTORAL FACULTY)

- a. Criteria for Appointment: Faculty eligible for appointment to the Doctoral Status Graduate Faculty must hold a tenured or probationary appointment at Winona State University and hold the earned doctorate. Core Doctoral Faculty will be those faculty who are tenured or probationary track, assistant, associate or full professor and are recognized experts in scholarly and research attainment. Associate Doctoral Faculty members will be those faculty members who hold open rank or open tenure, and who are experts in the student's area of study.

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Alternatively, Associate Doctoral Faculty may be practitioners in the student's related profession and have a record of significant career.

- b. Teaching Assignments: On the recommendation of the department and with approval of the College Dean, Doctoral Graduate Faculty may teach any graduate courses, including courses within doctoral programs, for which they can demonstrate competence by the way of graduate study, research, or publication. Core Doctoral Graduate Faculty will demonstrate evidence of mature, independent work continuing to the present in scholarly, research or creative activities. Such evidence takes the form of published books, scholarly monographs, articles or other appropriate refereed journals, presentations, or other significantly scholarly and professional activity.
- c. Other Assignments:
  - 1. Faculty appointed to the Core Doctoral Status Graduate Faculty have all rights, privileges, and responsibilities of full graduate faculty status such as:
    - 1. Advising doctoral students, doctoral scholarship projects, and directing research,
    - 2. Chairing and serving on Doctoral student committees and oral examination
    - 3. Participating in departmental decisions concerning doctoral studies,
    - 4. Eligibility for election to the Graduate Council, and
    - 5. Supervising graduate assistants.
  - 2. Faculty appointed to the Associate Doctoral Status Graduate Faculty may serve on doctoral scholarship project committee
- d. Review-Process: At the beginning of each new academic year, the College Dean will submit to the Office of Graduate Studies a list of recommended additional faculty members meeting the criteria for appointment to the Doctoral Faculty. Information provided must include degrees, degree dates, and institutions, and a Curriculum Vitae demonstrating expertise in scholarly and research attainments.

After reviewing this list, the Office of Graduate Studies will appoint those qualified to Doctoral Faculty status. A letter will be sent from the Office of Graduate Studies notifying faculty members of appointment to the Doctoral Faculty, with copies to the College Dean and Department Chair/Program Director. A summary description of all appointments will be sent to the Graduate Council and Vice President for Academic Affairs.

### 5. APPROVAL OF FULL STATUS GRADUATE FACULTY

- a. Criteria for Appointment: Faculty members eligible for appointment to the Full Status Graduate Faculty must hold a tenured or probationary appointment at

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Winona State University and hold the earned doctorate. The earned doctorate must be from an institution accredited by one of the six regional accrediting agencies (North Central Association, Southern Association, etc).

- b. Teaching Assignments: On the recommendation of the department and with approval of the College Dean, Graduate Faculty may teach any graduate courses for which they can demonstrate competence by the way of graduate study, research, or publication.
- c. Other Assignments: Faculty appointed to the Graduate Faculty have all rights, privileges, and responsibilities of full graduate faculty status such as:
  - 1. Advising graduate students and directing research,
  - 2. Chairing and serving on graduate student committees and oral examination,
  - 3. Participating in departmental decisions concerning graduate studies,
  - 4. Eligibility for election to the Graduate Council, and
  - 5. Supervising graduate assistants.
- d. Review-Process: At the beginning of each new academic year the College Dean will submit to the Office of Graduate Studies a list of recommended additional faculty members meeting the criteria for appointment to the Graduate Faculty. Information provided must include degrees, degree dates, and institutions.

After reviewing this list, the Office of Graduate Studies will appoint those qualified to full graduate faculty status. A letter will be sent from the Office of Graduate Studies notifying faculty members of appointment to the graduate faculty, with copies to the College Dean and Department Chair/Program Director. A summary description of all appointments will be sent to the Graduate Council and Vice President for Academic Affairs.

### 6. APPROVAL OF STATUS 1 (A.B.D.) GRADUATE FACULTY

- a. Criteria for Appointment: Graduate Faculty 1 must hold tenured or probationary appointments at Winona State University and must have met all requirements for their doctorate with the exception of dissertation completion; the faculty member must be actively engaged in the completion of the dissertation. The degree must be received from an institution accredited by one of the six regional accrediting agencies (North Central Association, Southern Association, etc).
- b. Teaching Assignments: Graduate Faculty 1 may be assigned to teach any graduate class for which they can demonstrate competency by the way of graduate study, research, or publication.
- c. Other Assignments: Graduate Faculty 1 may serve on graduate student committees, advise graduate students, and participate in departmental decisions

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concerning graduate studies. They may not, however, serve as chairpersons of graduate student committees, be eligible to be elected to the Graduate Council, or supervise graduate assistants.

- d. **Review Process:** At the beginning of each new school year, the College Dean will submit to the Office of Graduate Studies a list of recommended faculty members meeting the criteria for appointment as Graduate Faculty 1. Information provided must include highest degree, status of dissertation, and expected graduation date.

After reviewing this list, the office of Graduate Studies will appoint those qualified to Graduate Faculty 1 Status. A letter will be sent from the Office of Graduate Studies notifying faculty members of appointment to the graduate faculty, with copies to the College Dean and Department Chair/Program Director. A summary description of all appointments will be sent to the Graduate Council and Vice President for Academic Affairs.

Annually, by May 15, Graduate Faculty 1 must submit a detailed report of progress toward completion of the doctorate through the department to the College Dean. After reviewing the reports, the College Dean will forward his/her recommendation to the office of Graduate Studies. If insufficient progress has been made toward degree completion during the past year, Graduate Faculty 1 will be changed to Graduate Faculty 3 for the period of one year at which time another report may be submitted.

The approval of faculty in Designation 1 to teach specific graduate courses will be made upon recommendation of the department and approval of the College Dean and the office of Graduate Studies. The department chair must submit a REQUEST FOR FACULTY TO TEACH GRADUATE COURSES form for each course to the College Dean. The recommendation of the College Dean must be received by the office of Graduate Studies no later than four weeks before the course is to begin.

### 7. APPROVAL OF ALL OF STATUS 2 ADJUNCT AND FIXED-TERM GRADUATE FACULTY

- a. **Criteria for Appointment:** Graduate Faculty 2 must hold an earned doctorate. The earned doctorate must be from an institution accredited by one of the six regional accrediting agencies (North Central Association, Southern Association, etc.) Graduate Faculty 2 are fixed term or adjunct employees of Winona State University.
- b. **Teaching Assignment:** Graduate Faculty 2 may be assigned to teach any graduate course for which they can demonstrate competency by the way of graduate study, research, or publication.

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- c. Other Assignments: Graduate Faculty 2 who are fixed-term employees may participate in department decisions concerning graduate studies in accordance with the terms of the current collective bargaining agreement, but they may not serve as graduate advisors, be members of graduate student committees, or be eligible to be elected to the Graduate Council.  
Graduate Faculty; who are adjunct employees are employed solely for the purpose of teaching.
- d. Review Process: At the beginning of each new school year, the College Dean will submit to the Office of Graduate Studies a list of recommended FIXED-TERM faculty members meeting the criteria for appointment as Graduate Faculty 2. Information provided must include degrees, degree dates, and institutions.

After reviewing this list, the Office of Graduate Studies will appoint those qualified FIXED-TERM faculty members to Graduate Faculty 2 status. A letter will be sent from the office of Graduate Studies notifying faculty members of appointment to the graduate faculty, with copies to the College Dean and Department Chair/Program Director. A summary description of all appointments will be sent to the Graduate council and Vice President for Academic Affairs.

The approval of faculty in Designation 2 to teach specific graduate courses will be made upon recommendation of the department and approval of the College Dean and the office of Graduate Studies. The department chair must submit a REQUEST FOR FACULTY TO TEACH GRADUATE COURSES form for each course to the College Dean. The recommendation of the College Dean must be received by the Office of Graduate Studies no later than four weeks before the course is to begin.

- e. Recommendation: The Graduate Council recommends that the appointment of Graduate Faculty 2 be kept to a minimum.

### 8. APPROVAL OF STATUS 3 NON-DOCTORAL GRADUATE FACULTY

- a. Criteria for Appointment: Graduate Faculty 3 may be approved to teach graduate courses on a temporary basis if they possess a Master's degree from an accredited institution and any of the following criteria:
  - 1. 45 quarter hours beyond the Master's
  - 2. professional certification
  - 3. significant experience in the area of specialization
  - 4. significant experience and leadership as a practitioner in the professional field
- b. Teaching Assignment: Graduate Faculty 3 may be assigned to teach a maximum of 12 semester credits per year of graduate courses for which they can demonstrate competency by way of graduate study, research, or publication.

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- c. Other Assignments: Graduate Faculty 3 may participate in department decisions concerning graduate studies in accordance with the terms of the current collective bargaining agreement, but they may not serve as graduate advisors, be members of graduate student committees, or be eligible to be elected to the Graduate council.
- d. Review Process: The approval of faculty in Designation 3 to teach graduate courses will be made upon recommendation of the department and approval of the College Dean and the Office of Graduate Studies. The department chair must submit a REQUEST FOR FACULTY TO TEACH GRADUATE COURSES or REQUEST FOR APPROVAL OF PRACTITIONER TO TEACH GRADUATE COURSES form for each course to the College Dean. The recommendation of the College Dean must be received by the Office of Graduate Studies no later than four weeks before the course is to begin. Graduate Faculty 3 who hold tenured or probationary appointments at Winona State University must make progress toward full Graduate Faculty status. If no progress has been made for a period of three years, current approval will be withdrawn and future requests will not be considered until documentation of progress is provided.
- e. Recommendation: The Graduate Council recommends that the appointment of Graduate Faculty 3 be kept to a minimum.

This WSU Regulation is a revision of and supersedes WSU Regulation 3-18 dated February 25, 1992.

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Authenticated by:



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Scott R. Olson  
President

May 20, 2013

Date of Adoption

Authoritative Reference  
President

Initial Date of Adoption: February 25, 1992  
Date of Revisions:  
Last Modified: 2009