



**Morgan State University**  
School of Graduate Studies

**INSTRUCTIONS for Non-Instructional Faculty**  
**Graduate Faculty Designation**

**Preface**

The designation of Graduate Faculty at Morgan State University is governed by the **Academic Affairs Policy on the Designation of Graduate Faculty** approved August 27, 2018 (this document is attached). The policy document provides definitions, expectations, limitations, and general guidelines for nomination and designation. The policy establishes the eligibility for membership and specifies responsibilities and privileges of membership.

**Who Qualifies?**

There are two designations of Graduate Faculty at Morgan State University, **Full Graduate Faculty** and **Affiliate Graduate Faculty**. Full Graduate Faculty must be tenured in a department with a graduate program. Affiliate Graduate Faculty encompasses all other faculty at Morgan—not yet tenured, contractual, professors of practice, research faculty, adjuncts, lecturers, professional staff who have faculty-comparable qualifications, etc. The complete details of the eligibility are described in Section 4: “Designation Levels” of the MORGAN STATE UNIVERSITY ACADEMIC AFFAIRS POLICY ON THE DESIGNATION OF GRADUATE FACULTY (Hereafter, “Policy”).

**What does the Designation Mean?**

“Section 7. Responsibilities, Privileges, and Instructional Load” of the Policy includes a listing of the responsibilities expected of a member of the Graduate Faculty. The designation governs teaching, advising, and research support—including being a committee member or chair. Graduate Faculty are expected to participate in the broader graduate community as well. **Most important, the designation of Graduate Faculty will be required for a faculty member to receive a reduced instructional load. However, this policy does not govern load determination**

**Instructions for Non-Instructional Faculty:**

Candidates who are instructional faculty in a department **without a graduate program**; follow the checklist and provide all documentation via the DocuSign form Prepared by SGS.

- a. Prepare a list of the email addresses of the program coordinator of the graduate program in which you will serve, the Department Chair, and the Dean of School or College.
- b. *Secure and Attach* a memorandum from your **supervisor** supporting the role of Affiliate Graduate Faculty.
- c. *Secure and Attach* a memorandum from the **program coordinator** (or unit equivalent) of the program for which you are most likely to provide graduate service. This memo must address the rationale and need for the candidate being designated an Affiliate Graduate Faculty.
- d. *Provide* all pertinent information as requested in the form, including email addresses.
- e. *Submit* the application to the program coordinator (or unit equivalent) of the program for which you are most suited to provide service. Submit by signing and selecting “finish.”

## Checklist for Non-Instructional Faculty

To complete this form, the Candidate will need the following supporting information and documentation at hand for reference and/or attachment:

### [input into the form]

- Candidate employment information (including the employee ID number)
- Data regarding the Candidate's teaching, advising of students, and research guidance. Specifically, the Candidate will need to provide the following in the application:
  - # of Graduate Students served as Academic Advisor (last 5 years)
  - # of Graduate Students served as Research Advisor (last 5 years)
  - # of Master's Projects served as a Chair (last 5 years)
  - # of Master's Projects served as a Committee Member (last 5 years)
  - # of Master's Theses served as Chair (last 5 years)
  - # of Master's Theses served as a Committee Member (last 5 years)
  - # of Doctoral Dissertations served as a Chair (last 5 years)
  - # of Doctoral Dissertations served as a Committee Member (last 5 years)
  - # of Graduate Courses taught (last 5 years)
- 250-Word +/- Candidate Statement on Graduate-Level Teaching, Research, and/or Scholarly Experience and Future Commitment. \*
- 250-Word +/- Candidate Statement on Guiding Master's-Level Theses/Projects and/or Doctoral Dissertations. \*
- 250-Word +/- Candidate Statement on Performing Service to the University's Graduate Community. \*

### [attached to the form]

- Candidate will attach the following items to the form, **including the Supervisor's and Program Coordinator's memoranda. (With the exception of the CV, total not to exceed 15 pages):**
  - NSF-style biosketch (2 pages max.)
  - Curriculum Vita
  - List of Courses Taught: this list should account for the last 5 years of service at Morgan State University.
  - List of Academic Advisees: This list should account for the last 5 years of service at Morgan State University.
  - List of Committee Memberships for Graduate Student Masters Projects, Theses, and Dissertations: This list should account for the last 5 years of service at Morgan.
  - List of Chair Responsibilities for Graduate Student Masters Projects, Theses, and Dissertations: This list should account for the last 5 years of service at Morgan.
  - List of Service Provided to the University's Graduate Community: This list should account for the last 5 years of service at Morgan State University.

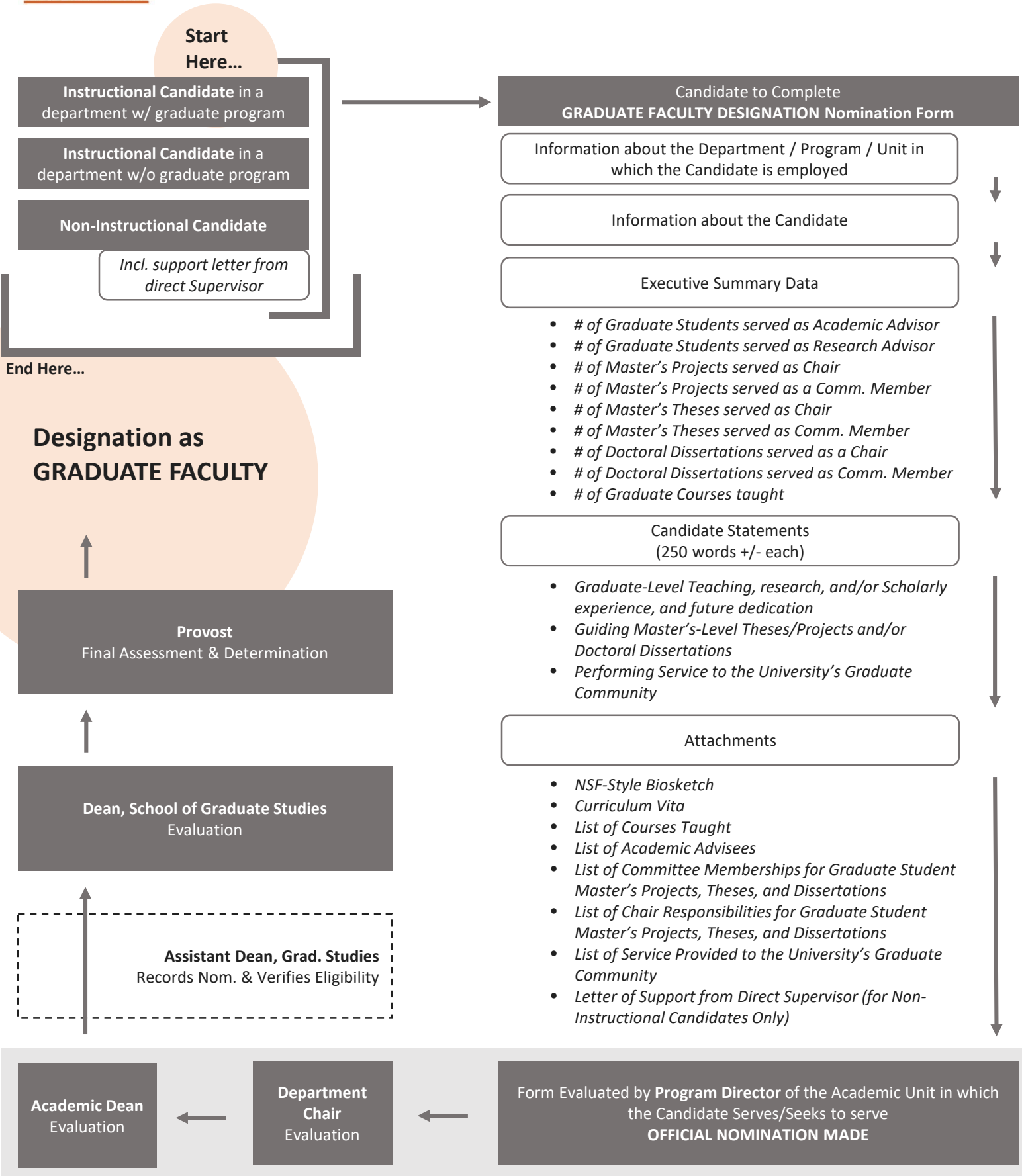
\*The required short statements regarding Teaching/Research/Scholarly Activity; Guidance of projects, theses, and dissertations; and Service to the Graduate Community should address activity at the Unit as well as University level. Also, many programs do not have projects, theses, and/or dissertations. Please address this in your statement.

After submitting, you will soon receive a letter from the Provost indicating the designation. The School of Graduate Studies will notify you of the length of the appointment (it must be renewed every 5 years).



# GRADUATE FACULTY DESIGNATION Process Diagram

This process is intended for the purpose of nominating an Instructional and Non-Instructional member of Morgan State University to become further designated as a member of the Graduate Faculty at Morgan State University.



Approved by Academic Affairs Dean's Council on August 27, 2018

## MORGAN STATE UNIVERSITY ACADEMIC AFFAIRS POLICY ON THE DESIGNATION OF GRADUATE FACULTY

**Title:** *Policy on the Designation of Graduate Faculty*

**Document Purview:** Academic Affairs Policy

**Document Category:** Policy governing faculty designations

**Policy Number:** N/A

**Effective Date:** August 27, 2018

**New Policy:** No. *Replaces:* Morgan State University Guidelines on Graduate Faculty Designation in Faculty Handbook (v.2009)

**Suggested Review/Revision date:** 2023

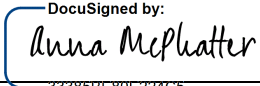
**Issuing Authority:** Provost/ Senior Vice President for Academic Affairs

**Responsible Offices:** Division of Academic Affairs, School of Graduate Studies, all University College/Schools

**Document Responsibility:** Division of Academic Affairs, School of Graduate Studies

**References:** Morgan State University Guidelines on Graduate Faculty Designation in Faculty Handbook (v.2009)

***Supersedes all prior policies and guidelines defining Graduate Faculty.***

**Signature:**  \_\_\_\_\_  
33385BE80E224C5...

**Date:** \_\_\_\_\_ 09-05-2018 | 1:00:06 PM EDT



# Morgan State University Academic Affairs Policy on the Designation of Graduate Faculty

Approved by the Academic Affairs Dean's Council on August 27, 2018

## 1. Purpose

The purpose of the **MORGAN STATE UNIVERSITY ACADEMIC AFFAIRS POLICY ON THE DESIGNATION OF GRADUATE FACULTY** is to establish standards for designating qualified faculty as members of the “Graduate Faculty” in the University. These standards are intended to ensure the ongoing success of graduate education by identifying faculty who maintain robust levels of research, scholarship, and/or creative activity, support delivery of high quality graduate-level courses, actively engage in scholarly advising of graduate students, and are fully engaged in the graduate community at Morgan State University.

## 2. Definitions

The following definitions of certain terms are used in this Policy.

- 2.1. *School*: Shall individually or collectively mean Morgan State University’s College of Liberal Arts, School of Architecture and Planning, School of Business and Management, School of Community Health and Policy, School of Computer, Mathematical and Natural Sciences, School of Education and Urban Studies, School of Engineering, School of Global Journalism and Communication, School of Graduate Studies, and School of Social Work.
- 2.2. *University*: Shall mean Morgan State University.
- 2.3. *Provost*: Shall mean Morgan State University’s Provost/Senior Vice President for Academic Affairs.
- 2.4. *Graduate Council*: The body of designated graduate faculty, graduate coordinators, and administrative officers as designated by Deans of the Schools.

## 3. Policy Statement

Morgan State University is committed to recruit, develop, and retain the most qualified faculty to teach and to guide the research of students admitted to the School of Graduate Studies. Such faculty are expected to be actively engaged in research, publication, teaching graduate courses, guiding research for master’s theses and doctoral dissertations, and performing service to the University. Faculty who meet these criteria and other requirements outlined in this policy are eligible to be recognized by the University with the designation of “*Graduate Faculty*.”

## 4. Designation Levels

The designation as Graduate Faculty shall be at *Full* or *Affiliate* levels.

### 4.1. Full Graduate Faculty

For designation as Full Graduate Faculty, one must be a tenured faculty member at the University in the rank of Associate Professor or Professor. For Full designation the

faculty member must possess the terminal degree in the discipline in which they are teaching at the University. In addition, the tenured faculty member must have an ongoing research program and have (or be scheduled to have) graduate teaching and advising assignments. This designation is restricted to tenured faculty who have a locus of appointment in a department with a graduate program.

#### **4.2. Affiliate Graduate Faculty**

For the Affiliate Graduate Faculty designation, the individual must possess the appropriate credential in the discipline or in an appropriately related discipline at the University. For designation as Affiliate Graduate Faculty, one may have a faculty appointment at the University (see Morgan State University Policy and Procedures for Appointment, Promotion, Tenure for all faculty ranks). Faculty who are tenured and hold appointments in departments that do not have graduate programs are only eligible for Affiliate status.

#### **4.3. Restriction of the Designation to Morgan Faculty**

Any individual with the appropriate credentials and experience may be assigned to serve in one of the roles of graduate faculty (such as serving as committee member) upon the appropriate review and approval of the program, academic dean, and dean of the School of Graduate Studies. However, the designation of Graduate Faculty (Affiliate or Full) is reserved for individuals appointed as faculty in accordance with University policy.

### **5. Designation Procedure**

Designation as Graduate Faculty is not conferred by default upon appointment and/or receiving tenure or promotion at the University. Faculty members seeking to teach graduate courses on a recurring basis and to advise master's and doctoral students must follow the "Graduate Faculty Designation Guidelines and Procedures" and apply for such designation. The Dean of the School shall recommend the appropriate designation to the Dean of the School of Graduate Studies who shall review and forward the nomination packet with recommendation to the Provost who, in turn, shall review and grant the official designation, if warranted.

The School of Graduate Studies shall maintain a record of the members of the Graduate Faculty, their designations, and their terms of appointment. This record shall be published on the Graduate Catalog and any of its derivatives as appropriate.

### **6. Term**

Graduate Faculty designations are for renewable five (5) year terms beyond the initial term of appointment, or for the duration of the appointment at the University whichever ends first. Graduate Faculty wishing to renew their designation for another term must apply for renewal following the "Graduate Faculty Designation Guidelines and

Procedures.” If the faculty member’s faculty appointment at the University is terminated or not renewed for any reason, this designation is terminated automatically.

## **7. Responsibilities, Privileges, and Instructional Load**

The instructional load requirement for Graduate Faculty members is set in accordance with the University's workload related policies, as may be amended by University governing bodies. Any designations in the workload policy referring to Graduate Faculty require the official designation as recorded by the School of Graduate Studies.

### **7.1. Responsibilities**

In addition to the university-wide service requirements, Graduate Faculty must participate in the committees of the Graduate Council. The Dean of the School of Graduate Studies will assess the overall committee service needs and distribute a notice of needed participants for the standing committees of the Graduate Council and any Ad Hoc committees or Task Force committees in each year. The Dean shall maintain a record of that participation.

Graduate Faculty are also expected to sustain a program of research, scholarship, and/or creative activity appropriate to the discipline of the faculty appointment. This research is expected to be at a level of prominence consistent with the research mission of the University.

Graduate Faculty must participate in graduate student advisement, thesis and dissertation committees (where appropriate), comprehensive and/or qualifying exam administration, and in general, the work of preparing graduate students for success.

### **7.2. Privileges**

The designation of Graduate Faculty shall convey the following privileges to its members:

- i) teach graduate level courses;
- ii) serve as members/reviewers on graduate students' project, thesis, or dissertation committees;
- iii) serve as Chair in the master's committees and/or master's thesis research committees;
- iv) serve as Chair in the doctoral committees and/or doctoral dissertation research committees;
- v) vote on matters submitted to the graduate faculty.

Full Graduate Faculty members are eligible to engage in items i) through v) as governed by the specific regulations and procedures for each.



Affiliate Graduate Faculty members are eligible to engage in items i) and ii) as governed by the specific regulations and procedures for each. With the recommendation of the Department Chair and Dean of the School, the Dean of the School of Graduate Studies can extend the responsibilities of an Affiliate Graduate Faculty to items iii) and iv) (serving as chair of committees). This added responsibility must apply to a specific case and not be a permanent arrangement (i.e., permission to chair a dissertation is granted for chairing a specific dissertation). Voting rights (item v, above) cannot be extended to Affiliate Graduate Faculty. Per Section 4.3 above, any individual without faculty status is eligible to be appointed to serve in one of the roles and can only be assigned to serve that role in a specific case. Each instance requires approval as articulated above in Section 4.3.

### **7.3. Instructional Load**

To be eligible for the reduced Graduate Faculty teaching load based on the University's workload related policies, a faculty member must have current official designation as a member of the Graduate Faculty. The absence of the designation does not bar the faculty from teaching a graduate course.

## **8. Removal of Graduate Faculty Designation**

The designation of Graduate Faculty member may be revoked by the Provost upon recommendation of the Department Chair and/or the School Dean and/or the Dean of the School of Graduate Studies. This recommendation shall be based on the circumstances where in the faculty member has failed to perform the duties expected of a Graduate Faculty member and may also involve evidence of inappropriate academic conduct and/or inappropriate professional ethics that includes, but is not necessarily limited to, fraud, fabrication, falsification, plagiarism, or other violations of University Policy. In appropriate circumstances, Graduate Faculty members designated as Full Graduate Faculty may be reduced to Affiliate Graduate Faculty designation.

## **9. Appeal Procedure**

Appeals of the decision of the Provost to deny the designation of a nominee as Graduate Faculty, and appeals of the decision to revoke the status of one previously designated as Graduate Faculty, shall be directed in writing by the Dean of the School of Graduate Studies. The Dean of the School of Graduate Studies will then implement the appeals process as outlined in the "Graduate Faculty Designation Guidelines and Procedures."