October 23, 2009

Graduate Council
Mississippi State University

Number: 3
Date: October 23, 2009


Absent: H. Bailey, P. Bonfanti (excused), W. Person, P. Ryan, D. Seale, R. Shivaji

Guests: A. West

1. Dr. Dwayne Wise asked for revisions to the minutes (September 25, 2009).

Motion was made by Dr. Juan Silva and seconded by Dr. Dan Reynolds to accept the minutes.

Minutes were approved by acclamation.

2. University Committee on Courses and Curricula (UCCC)

Dr. Tim Chamblee presented a modification to the Master of Arts in Applied Anthropology. The proposal asked for approval to remove two courses and add two others.

Dr. David Lewis made a motion to approve the modification to the MA in Applied Anthropology. The motion was seconded by Dr. Reynolds.

After a brief discussion, the Graduate Council voted and the modification to the MA in Applied Anthropology was approved by acclamation.

4. Report from the Office of the Graduate School (OGS)

Dr. Louis D’Abramo presented the following information:

- OGS inaugurated a new recruiting effort that involves the attendance at regional fairs concentrating on states from which most of our graduates come. They include MS, AL, TN, LA, and AK. We have selected a state from where we have a small proportional number of graduates with the intent to increase exposure and correspondingly the number and quality of applicants. This year the focus is on Georgia.

- OGS has received summaries of the results of recruitment efforts associated with funding from the Graduate Student Recruitment Grants for 2008 and many students were
successfully recruited because of the availability of these funds. The deadline for submission of proposals for the 2009 GRAGs is next Friday, October 30. A total of $15,000 of funds is available ($1,500 to $2,000 per grant) and strategies that involve departmental cost sharing are preferred. Seven proposals have already been submitted.

- Dr. Person visited with 22 students (many of whom were graduating seniors and master’s students primarily in the STEM disciplines) who participated in the Annual Graduate and Professional School Fair at Tuskegee University on Thursday, October 18, 2009. Follow-up contact letters will be prepared to send to these students with copies to appropriate department heads.

- The Alliance for Graduate Education in Mississippi (AGEM) will host its annual Winter Scholar Symposium on Thursday, January 21st through Saturday, January 23, 2010 at the University of Southern Mississippi. We are encouraging STEM graduate faculty to participate in the symposium activities including the recruitment fair. AGEM Scholars will be encouraged to present their research during the oral presentation competition.

- The Office of the Graduate School had three graduate students submit applications for the Fulbright U.S. Student Program Fellowship. Applications were submitted for study in the United Kingdom, Canada, and South Korea. Two of the students are in the College of Forest Resources and the other is in the College of Engineering.

- 63 graduate students have submitted abstracts for the Graduate Student Research Symposium which is scheduled for November 6, 2009 (life sciences -33, physical sciences – 24, social sciences – 6).

- Currently, there are 69 doctoral students who have applied for graduation in December. This is substantially higher, about 40%, than what is usually encountered for the fall semester.

- Average monthly stipends for graduate assistantships (Fall 2009) are the following:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Percent Change from 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching – $1,328.26</td>
<td>3.4 %</td>
</tr>
<tr>
<td>Research - $1,433.70</td>
<td>5.5 %</td>
</tr>
<tr>
<td>Service - $1039.69</td>
<td>5.7 %</td>
</tr>
</tbody>
</table>

   $17,204 annual

- AY 2007 - 4660 applications --56.4 % admitted

- AY 2008 - 4649 applications 56.5 % admitted

As of October 22, the number of applications for spring 2010, is about the same as last spring; the number admitted for spring 2010 is currently up 63.6 % over spring of 2009.

- For the 2009-2010 academic year, health insurance supplements have increased from $150 to $200 per semester. The total supplement for the academic year is 40 % of the
5. Report from Graduate Student Association (GSA)

GSA President Beth Rauhaus presented the following report:

The GSA held a meeting on Wednesday, October 21, 2009 which had representatives of the Career Center as Guest Speakers. Approximately 30 graduate students attended the meeting.

The eighth annual Graduate Research Symposium will be held in the Colvard Student Union, beginning at 8:30 a.m. Please show your support for graduate students and attend the presentations and look at the poster display. The award ceremony will be held at noon in the Dawg House at the Union. The schedule for the symposium will be sent out via email.

6. Old Business

- Graduate Faculty Draft Document (Subcommittee Report)

The Subcommittee Chair, Dr. Hart Bailey, was unable to attend the Graduate Council meeting. Subcommittee member Dr. Meghan Millea gave the following Report:

The subcommittee consisting of Drs. Bailey, Tim Chamblee, Millea, Burnette Hamil and Juan Silva worked hard to draft a document with language for a policy statement to be published in a future Graduate Bulletin. This policy should be clear and address all kinds of situations in regard to serving on a graduate committee. The draft document was emailed to Graduate Council members on October 20 for review.

Dr. Millea further stated that no voting action is required from Graduate Council during this meeting. Instead, she requested discussion of the emailed document draft.

Since new members joined the Graduate Council, many issues that were previously discussed again resurfaced. During the August 28 Graduate Council meeting, Dr. D’Abramo briefly restated some of the problems discussed during previous Graduate Council meetings:

- There are many questions regarding who can be a member of the graduate faculty, at what level they should be appointed and what the criteria is for appointment at any given level.
- Presently, our policy is vague at best and not enforced. We had instructors serving as committee chairs for graduate students.
- A subcommittee consisting of Drs. Hart Bailey, Tim Chamblee, Meghan Millea, Burnette Hamil and Juan Silva was formed to examine this issue and draft language for a policy statement to be published in a future Graduate Bulletin. The policy should be clear and address all kinds of situations in regard to serving on a graduate committee.
- It was determined that faculty appointment criteria should be decoupled from the Promotion and Tenure document.
• Dr. D’Abramo stated that Graduate Council approved the proposed Graduate Faculty level descriptions but not a new policy for inclusion in the Graduate Bulletin. A policy document is still needed in order to move the implementation forward through the proper channels and satisfy SACS requirements in a timely manner. He also stated that he would seek the approval of the Faculty Senate as a matter of courtesy and that he would take the document before the Dean’s Council to garner support.

• Dr. D’Abramo stressed that if he were to enforce the policy that is in place now, a number of colleges would be in serious violation. Therefore, it would be better to draft a new graduate faculty appointment policy that would take into consideration many of the ideas and suggestions that have surfaced from discussing this issue with a wide variety of faculty members.

• This issue is so controversial because there are two clashing view points: Appointment to Level 1 faculty as soon as a new professor is hired versus appointment at Level 2 for a mentoring period (serve as co-major professor) and these differing views prove to be a sticking point. Some departments want to grant Level 1 from day one, while other departments require their new faculty members to begin at Level 2 and aspire to Level 1.

Discussion followed. Dr. David Lewis asked whether a professor who is Level 1 but outside of the department would need a co-chair. He also asked whether a faculty member can hold two level appointments at the same time. It was determined that a level appointment is university wide and that a faculty member cannot hold two level appointments at the same time. It was determined that the separation should be clearer which can be facilitated by removing the slash between the listings of the different ranks and replacing it with the word “or.”

Several Graduate Council members stated that a system of chair and co-chair is desirable and fair to the student. A co-chair will be able to mentor a new professor, especially in terms of institutional knowledge and the mechanisms in place particular to Mississippi State University that are used to guide a doctoral student to the completion of his or her degree program. Not all departments are providing mentorship to new professors. Should mentoring of new MSU professors be mandated?

Can administrators serve as chairs on committees? Some Graduate Council members stated that not all administrators keep active in their research. Some administrators stay current in their research efforts while others abandon their research completely to focus on their administrative role.

Dr. Lewis pointed out that the word “graduate” should be added before “independent study” in the last bullet that outlines what qualifications an individual appointed to Level 1 Graduate Faculty must possess.

Should the term academic rank be removed from the document? The original goal was to separate the Graduate Faculty appointment document from the Promotion and Tenure document.
Dr. D’Abramo stated that changes to the current Faculty Appointment policy will be grandfathered in.

Under the current policy, graduate faculty appointments are made by department heads, approved by the academic deans, and monitored by the Dean of the Graduate School. It was suggested that the level appointments should be approved by the Dean of the Graduate School rather than just monitored.

Dr. Millea asked graduate council members to send any revisions and/or suggestions to her or any of the other subcommittee members via email. The goal is to submit the Graduate Faculty appointment document for approval by the Graduate Council during the next Graduate Council meeting.

Meeting adjourned at 2:45 p.m.

The date for the next Graduate Council meeting has been set for Thursday, November 19, 2009, at 1:30 p.m. in 611 Allen Hall.
NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Arts & Sciences
Department: AMEC
Contact Person: Evan Peacock
Mail Stop: 9541 E-mail: peacock@anthro.msstate.edu
Nature of Change: Modify
Date Initiated: 3/4/09 Effective Date: Fall 09
Current Degree Program Name: M.A. in Applied Anthropology
Major: Applied Anthropology
Concentration: n/a
New Degree Program Name:
Major: n/a
Concentration: n/a

Summary of Proposed Changes:
Two new courses, AN 8011 Professionalization in Applied Anthropology and AN 8013 Quantitative Methods in Anthropology, are being proposed as required courses for graduate students in Applied Anthropology. In order to maintain M.A. program requirements at 36 hours, the current requirement for students to take AN 8203 Readings and Research in Applied Anthropology will be dropped and the number of credit hours for AN 8216 Internship in Applied Anthropology will be changed from 6 to 5. Course addition and modification proposals accompany this program modification proposal.

Approved: [Signatures]
Date: 3/3/09

Chair, College or School Curriculum Committee
Dean of College or School
Chair, University Committee on Courses and Curricula
Chair, Graduate Council (if applicable)
Chair, Deans Council
Proposal for Modification of Graduate Curriculum in Anthropology and Middle Eastern Cultures

This proposal details changes requested for the graduate curriculum in the Department of Anthropology and Middle Eastern Cultures. As these are minor curriculum changes, we are following the UCCC guide (p.30), which states that, “Proposals for changes in curricula should follow similar format and content guidelines as for individual courses.” Specifically, we are requesting:

a). The addition of two new courses, AN 8011 Professionalization in Applied Anthropology and AN 8013 Quantitative Methods in Anthropology. Both courses will be required of majors, for a total of 4 new hours.

b). In order to maintain our M.A. program requirements at 36 hours, we propose to change the number of hours for AN 8216 Internship in Applied Anthropology to 5 hours, with a consequent change in the course number to AN 8215, and to drop the requirement that all graduate students take AN 8203 Readings and Research in Applied Anthropology.

1. CATALOG DESCRIPTION

Proposed changed and new catalog descriptions for three courses, AN 8011, AN 8013, and AN 8216, are given in the course modification/addition forms accompanying this program modification request. Upon acceptance of these proposed changes, the AMEC Program of Study section of the Graduate School Bulletin will be edited in the following manner:

Existing Bulletin Description. Items to be altered or deleted shown in italics.

Program of Study—Degree requirements include a thesis, a one-semester- or one-summer-long internship (6 hours credit), an oral exam, and 24 hours of graduate course work, at least half of which is at the 8000 level or above, for a total of 36 hours of graduate credit. A student may elect to specialize either in applied archaeology/bioarchaeology or in applied cultural anthropology. The program exposes students to proposal writing, consulting practices, and ethics. The emphasis in applied archaeology/bioarchaeology focuses on cultural resource management. Specialty areas include archaeological surface survey and excavation methods; artifact analysis; settlement pattern and spatial analysis; environmental archaeology; zooarchaeology; and osteoarchaeology. The area emphasis is the Southeastern U.S. although principles and methods are adaptable to application anywhere. Required courses include AN 8203 Readings and Research in Applied Anthropology, AN 6523 Public Archaeology, and AN 8533 Readings in Archaeology: Theory. Six to seven credit hours of technical elective courses at the graduate level also are required. The applied cultural anthropology specialization emphasizes medical anthropology; program assessment; mediating the impacts of development; and communication in multi-cultural settings. Ethnographic and qualitative research methods, as practiced in applied settings, are stressed. Required
courses include AN 8203 Readings and Research in Applied Anthropology. The program focuses on preparing students for placement in the public and private sectors as cultural resource specialists, public health analysts, and program evaluators, as well as preparing them for further graduate study.

Graduate Courses:
AN 6123 Anthropological Theory. 3 hours
AN 6133 Medical Anthropology. 3 hours
AN 6143 Ethnographic Methods. 3 hours
AN 6163 Anthropology of International Development. 3 hours
AN 6173 Environment and Society [same as SO 6173]. 3 hours
AN 6303 Human Variation and Origins. 3 hours
AN 6313 Forensic Anthropology. 3 hours
AN 6403 Introduction to Linguistics (AN 1103 or consent of instructor) [same as EN 6403]. 3 hours
AN 6523 Public Archaeology. 3 hours
AN 6623 Language and Culture (AN 1103 or consent of instructor) [same as EN/SO 6623]. 3 hours
AN 6633 Sociolinguistics (AN 1103 or consent of instructor) [same as EN/SO 6633]. 3 hours
AN 6990 Special Topics in Anthropology. 1-9 hours
AN 7000 Directed Individual Study. 1-3 hours
AN 8103 Seminar in Applied Cultural Anthropology. 3 hours
AN 8203 Readings and Research in Applied Anthropology. 3 hours
AN 8216 Internship in Applied Anthropology. 6 hours
AN 8303 Bioarchaeology. 3 hours
AN 8513 Southeastern Archaeology. 3 hours
AN 8523 Environmental Archaeology. 3 hours
AN 8533 Readings in Archaeology: Theory. 3 hours
AN 8553 Readings in Archaeology: Applications. 3 hours
AN 8990 Special Topics in Anthropology. 1-9 hours

Proposed Catalog Description. Items to be altered or added items shown in bold.

Program of Study—Degree requirements include a thesis, a one-semester- or one-summer-long internship (5 hours credit), an oral exam, and 24 hours of graduate course work, at least half of which is at the 8000 level or above, for a total of 36 hours of graduate credit. A student may elect to specialize either in applied archaeology/bioarchaeology or in applied cultural anthropology. The program exposes students to proposal writing, consulting practices, and ethics. The emphasis in applied archaeology/bioarchaeology focuses on cultural resource management. Specialty areas include archaeological surface survey and excavation methods; artifact analysis; settlement pattern and spatial analysis; environmental archaeology; zooarchaeology; and osteoarchaeology. The area emphasis is the Southeastern U.S. although principles and methods are adaptable to application anywhere. Required courses include AN 6523 Public Archaeology and AN 8533 Readings in Archaeology: Theory. Six to seven credit
hours of technical elective courses at the graduate level also are required. The applied cultural anthropology specialization emphasizes medical anthropology; program assessment; mediating the impacts of development; and communication in multi-cultural settings. Ethnographic and qualitative research methods, as practiced in applied settings, are stressed. The program focuses on preparing students for placement in the public and private sectors as cultural resource specialists, public health analysts, and program evaluators, as well as preparing them for further graduate study. Students in both tracks are required to take AN 8011 Professionalization in Applied Anthropology, and AN 8013 Quantitative Methods in Anthropology.

Graduate Courses:
AN 6123 Anthropological Theory. 3 hours
AN 6133 Medical Anthropology. 3 hours
AN 6143 Ethnographic Methods. 3 hours
AN 6163 Anthropology of International Development. 3 hours
AN 6173 Environment and Society [same as SO 6173]. 3 hours
AN 6303 Human Variation and Origins. 3 hours
AN 6313 Forensic Anthropology. 3 hours
AN 6403 Introduction to Linguistics (AN 1103 or consent of instructor) [same as EN 6403]. 3 hours
AN 6523 Public Archaeology. 3 hours
AN 6623 Language and Culture (AN 1103 or consent of instructor) [same as EN/SO 6623]. 3 hours
AN 6633 Sociolinguistics (AN 1103 or consent of instructor) [same as EN/SO 6633]. 3 hours
AN 6990 Special Topics in Anthropology. 1-9 hours
AN 7000 Directed Individual Study. 1-3 hours
AN 8011 Professionalization in Applied Anthropology. 1 hour
AN 8013 Quantitative Methods in Anthropology. 3 hours
AN 8103 Seminar in Applied Cultural Anthropology. 3 hours
AN 8203 Readings and Research in Applied Anthropology. 3 hours
AN 8215 Internship in Applied Anthropology. 5 hours
AN 8303 Bioarchaeology. 3 hours
AN 8513 Southeastern Archaeology. 3 hours
AN 8523 Environmental Archaeology. 3 hours
AN 8533 Readings in Archaeology: Theory. 3 hours
AN 8553 Readings in Archaeology: Applications. 3 hours
AN 8990 Special Topics in Anthropology. 1-9 hours

2. DETAILED COURSE OUTLINES.

Detailed outlines of course additions/modifications are provided on course proposals accompanying this program modification proposal.
3. METHOD OF EVALUATION.

AN 8011 Professionalization in Applied Anthropology will be graded using a standard 10-point scale. AN 8013 Quantitative Methods in Anthropology will be graded using a standard 10-point scale. Details of assignments and grading methods are given in the course proposals accompanying this program modification request.

4. JUSTIFICATION AND LEARNING OUTCOME.

AN 8011 Professionalization in Applied Anthropology is being added to the curriculum to meet the basic needs of incoming students related to the demands of graduate school and expectations of the discipline. As it says on the syllabus (attached to the course proposal), “The purpose of this course is to introduce graduate students to the norms of professional behavior in the discipline of Applied Anthropology, with a focus on ensuring success in graduate school and preparing students for the next stage of their careers.” Since the inception of the Anthropology M.A. program in the Fall of 2001, students have repeatedly requested a course of this kind. Efforts to meet this request via informal, after-hours sessions have not been satisfying. Topics to be covered include: 1) choosing a major professor and building a graduate curriculum; 2) building a curriculum; 3) preparing and presenting papers at professional meetings; 4) choosing a thesis topic; 5) writing a thesis proposal; 6) writing a research grant; 7) defending the thesis; 8) the publication process; 9) applying to a Ph.D. program; 10) teaching anthropology; 11) building a CV; 12) applying for employment; 13) ethics in professional practice; and 14) membership in professional organizations. The class will be team-taught, with individual instructors taking particular topics over the course of the semester. A final question-and-answer session will be held with all the instructors.

It is anticipated that this course will promote student success in the graduate program, in applying for employment or the next level of formation education, and in their careers. Expected outcomes include more rapid student movement through the program and an increase in successful applications to Ph.D. programs or position advertisements.

AN 8013 Quantitative Methods in Anthropology also addresses an oft-repeated student request, to provide a solid background in the application of statistical methods in the discipline. Anthropological data are by their very nature relatively noisy, and practitioners of the discipline have employed a number of quantitative methods for dealing with those data. By focusing on anthropological data, the relevance of research design, sampling strategies, probability theory, and parametric and nonparametric statistical approaches to the discipline will be made clear. The expected improvement in interpretive skills and analytical abilities will be of great benefit to students embarking on their thesis research, and will contribute to their success as professionals following graduation.
5. SUPPORT.

No additional library, equipment, or other support is needed for the proposed curriculum changes.

6. INSTRUCTOR OF RECORD.

AN 8011 will be team-taught by the AMEC graduate faculty. Dr. Evan Peacock will be the instructor of record and will coordinate the dissemination of topics and other needs of the group.

AN 8013 will be taught by Dr. Nicholas Herrmann.

7. GRADUATE STUDENT REQUIREMENTS.

As noted above, all graduate students will be required to take AN 8011 and AN 8013. The requirement that all students take AN 8203 Readings and Research in Applied Anthropology, will be dropped. This course was originally envisioned as an all-encompassing philosophical introduction to application in all the sub-fields of anthropology (cultural anthropology, biological anthropology, archaeology, and anthropological linguistics). This has proved to be a burdensome task for an instructor working from the perspective of any one of those subdisciplines, and it has tended to have a heavy emphasis on cultural anthropology. This course will be revisited and modified as necessary in the future to refine its place in the curriculum. All students will continue to be required to take AN 8216 Internship in Applied Anthropology unless a waiver is granted in accordance with departmental policies as specified in the Graduate School Bulletin. However, the credit hours for this course will be changed from 6 to 5, with a consequent change in the course number to AN 8215.

8. PLANNED FREQUENCY.

AN 8011 Professionalization in Applied Anthropology will be taught each fall, to aid in the success of students entering the program in the fall or preceding spring.

AN 8013 Quantitative Methods in Anthropology will be taught every two years in the spring semester.

9. EXPLANATION OF ANY DUPLICATION.

Neither class duplicates an existing offering at MSU.

10. METHOD OF INSTRUCTION CODE.

Both classes will be C (lecture), with method of delivery to be F (face to face).
11. PROPOSED C.I.P. NUMBERS

The proposed C.I.P number for AN 8011 is 45.0299.
The proposed C.I.P. number for AN 8013 is 45.0299.

12. PROPOSED 24-CHARACTER ABBREVIATIONS

The proposed abbreviation for AN 8011 is Professionalization in Anth
The proposed abbreviation for AN 8013 is Quant Methods in Anth

13. PROPOSED SEMESTER EFFECTIVE

The proposed start date for AN 8011 Professionalization in Applied Anthropology is Fall 2010. The class is being offered as a special topics in the Fall of 2009.

The proposed start date for AN 8013 Quantitative Methods in Anthropology is Spring 2010.

14. OTHER APPROPRIATE INFORMATION

A course modification proposal will accompany this program modification proposal. AN 8216 Internship in Applied Anthropology will be changed to AN 8215; the name and all other course information/content will remain the same. Proposals for the addition of AN 8011 and AN 8013 also accompany this proposal. These curriculum changes were discussed and approved by the AMEC Committee of the Whole; a letter from the Department Head verifying that the changes were agreed to accompanies this proposal.
Within *Principles of Accreditation: Foundations for Quality Enhancement*, the Southern Association of Colleges and Schools’ Commission on Colleges, the following statement concerning faculty appears:

*The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.* (Comprehensive Standard 3.7.1, December 2008).

With the approval of the dean of the college, each department with graduate programs will determine procedures for handling recommendations or appeals concerning Graduate Faculty appointments, reappointments, or changes in level of membership status. The department and/or the college criteria and procedures must be consistent with the qualifications and responsibilities outlined in this document but may be more restrictive.

**Level 1 Qualifications and Responsibilities**

An individual appointed to Level 1 Graduate Faculty must:

- have an earned terminal degree (highest degree awarded in the discipline) in or related to the faculty member’s area of graduate responsibility;
- be a full-time employee of Mississippi State University, holding an academic rank of assistant professor/assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”;
- have demonstrated and maintained noteworthy accomplishments in research and/or creative achievement, as defined in the Faculty Handbook (6.1.2);
- and have demonstrated experience directing independent study, thesis, or dissertation.

An individual appointed to Level 1 Graduate Faculty may:

- teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence through independent scholarly activity;
- serve as a member of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within Department of appointment or outside Department;
- serve as a chair of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within the faculty member’s area of graduate responsibility;
- serve as a member of doctoral committees and doctoral dissertations within Department of appointment or outside Department;
- serve as a chair of doctoral committees and/or director of doctoral dissertations within the faculty member’s area of graduate responsibility.
A Level 1 term of service is five years and is monitored by the Dean of the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college.

Level 2 Qualifications and Responsibilities

An individual appointed to Level 2 Graduate Faculty must
- have an earned terminal degree (highest degree awarded in discipline) in or related to the faculty member’s area of graduate responsibility;
- be a full-time employee of Mississippi State University, holding an academic rank of assistant professor/assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”;
- and have demonstrated and maintained a record in research and/or creative achievement, as defined in the Faculty Handbook (6.1.2).

An individual appointed to Level 2 Graduate Faculty may
- teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence through independent scholarly activity;
- serve as a member of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within Department of appointment or outside Department;
- serve as a chair of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within the faculty member’s area of graduate responsibility
- serve as a member of doctoral committees and doctoral dissertations within Department of appointment or outside Department
- serve as a co-chair of doctoral committees and/or director of doctoral dissertations with a co-director, who has Level 1 Graduate Faculty status, within the faculty member’s area of graduate responsibility

A Level 2 term of service is five years and is monitored by the Dean of the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college. A Level 2 Graduate Faculty member may apply to have his/her appointment status changed to a Level 1 Graduate Faculty status when the conditions for Level 1 status have been met. A status change from Level 1 to Level 2 requires the support of the department head and dean of the college and will be monitored by the Dean of the Graduate School.

Associate Level Qualifications and Responsibilities

An individual appointed to Associate Graduate Faculty must
- have a terminal degree (highest degree awarded in the discipline) in or related to the faculty member’s area of graduate responsibility
- be a full-time employee of Mississippi State University holding an academic rank of assistant professor/assistant research professor/assistant extension professor/assistant clinical professor and may include the qualifying designation of Visiting Faculty (as defined in AOP 13.22);
- and have a record of research and/or creative achievement as described in the Faculty Handbook (6.1.2) or the ability to conduct research.

An individual appointed to Associate Level Graduate Faculty may
- teach graduate-level courses in each field of specialization for which formal advanced study or demonstrated competence is documented
serve as a member of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committees within Department of appointment or outside Department;
serve as a member of doctoral and dissertation committees within Department of appointment or outside Department.

An Associate Level term of service is five years and is monitored by the Dean of the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college.

PARTICIPANT APPOINTMENTS FOR GRADUATE STUDIES

Participant appointments can be granted to individuals to enable them to participate either through graduate teaching or graduate committee participation. Individuals who receive participant appointments do not fall under the criteria of Level 1, Level 2, or Associate categories and therefore are not members of the graduate faculty.

Graduate Teaching Participant Status

An individual appointed Graduate Teaching Participant status must
• be an instructor with terminal degree in the discipline of graduate teaching responsibility.
• or have commensurate experience in or closely related to the discipline of graduate teaching responsibility.

Commensurate expertise must be in or related to the area of graduate responsibility, such as professional certification, licensure, or record of professional practice. Applicants relying on commensurate expertise must be approved by the department head, academic dean, and monitored by the Dean of the Graduate School.

An individual appointed Graduate Teaching Participant status may
• teach a graduate course

A Graduate Teaching Participant’s term of service is two years. The appointment is initially requested and renewed at the discretion of the department head and dean of the college and is monitored by the Dean of the Graduate School.

Graduate Committee Participant Status

An individual appointed Graduate Committee Participant status must
• hold a terminal degree and have research experience or commensurate expertise in the discipline of graduate research responsibility and
• be either
  o a research associate (including postdoctoral investigators);
  o a fully retired faculty member, including emeriti appointments, from MSU or another university;
  o a member of the Graduate Faculty who departed the University in good standing (this enables a committee member or chair to continue participation as a
committee member after departure. This type of appointment is at the discretion of the student’s graduate committee and the department head);
  o a faculty member at another university whose expertise contributes to the research product of the student;
  o or an individual whose expertise contributes to the research product of the student.

Commensurate expertise must be in or closely related to the area of the research discipline. Applicants relying on commensurate expertise must be approved by the department head, academic dean, and monitored by the Dean of the Graduate School.

No more than two individuals who have been granted participant appointments can serve on a dissertation or doctoral committee. No more than one individual who has been granted a participant appointment can serve on a master’s non-thesis, master’s thesis, specialist non-thesis or specialist thesis committee.

A Graduate Committee Participant term of service is three years. The appointment is renewed at the discretion of the department head and dean of the college and is monitored by the Dean of the Graduate School.

**APPOINTMENT/REAPPOINTMENT/CHANGE IN LEVEL OF MEMBERSHIP PROCESS**

Forms for appointments and reappointments are available at the Office of the Graduate School website (www.grad.msstate.edu). All Graduate Faculty appointments (Level 1, Level 2, and Associate Level) and participant appointments for graduate studies must be on record with the Graduate School. The Dean of the Graduate School monitors the appointments and can require review of an appointment by a committee of the Graduate Faculty of the appointing department.

**Procedures for Initial Appointment**

1. The initial appointment of individuals to the Graduate Faculty and the determination of Graduate Faculty membership level (Level 1, Level 2, and Associate) and of individuals to the participant appointment must be in accordance with the corresponding criteria and approved by the academic dean based upon recommendation from the department head and monitored by the Dean of the Graduate School.

2. University administrators (individuals holding the rank of Assistant Dean or higher) seeking initial appointment to the Graduate Faculty must be held to the qualifications outlined above, but their applications go directly to the Dean of the Graduate School who makes a recommendation to the Provost. These appointments are monitored by the Dean of the Graduate School.
3. Recommendations for initial appointments to the Graduate Faculty, determination of membership levels, and participant appointments may be made at any time during the calendar year. It is the responsibility of the department head, dean, and applicant to provide documentation to support an applicant’s qualifications for appointment.

4. The applicant may withdraw the request for appointment at any time.

**Procedures for Reappointment or Change in Level of Membership**

1. The Office of the Graduate School will request department heads to submit an updated list of current Graduate Faculty members with corresponding membership levels (Level 1, Level 2, or Associate Level) in early spring for publication in the annual Bulletin of the Graduate School. The Office of the Graduate School will notify academic deans of faculty members or participants whose graduate appointment statuses are expiring within the next fiscal year.

2. University administrators (individuals holding the rank of Assistant Dean or higher) seeking reappointment, to the Graduate Faculty will be held to the qualifications outlined above, but their applications go directly to the Dean of the Graduate School who makes a recommendation to the Provost. These appointments are monitored by the Dean of the Graduate School.

3. Recommendations for change in level of membership in Graduate Faculty status may be made at any time during the calendar year. It is the responsibility of the department head, dean, and applicant to provide documentation to support the applicant’s qualifications for appointment.

4. The applicant may withdraw the request for reappointment at any time.

5. The department must notify the Graduate School when an individual holding graduate faculty status (Level 1, Level 2, or Associate Level) or graduate participant status is no longer eligible for the status appointment. For example if a faculty member resigns, retires, or is no longer holding the status that initially made the individual eligible for the appointment, the department must notify the graduate school. This information can be submitted at anytime during the calendar year.
THE GRADUATE FACULTY

Within *Principles of Accreditation: Foundations for Quality Enhancement*, the Southern Association of Colleges and Schools’ Commission on Colleges, the following statement concerning faculty appears

_The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty._ (Comprehensive Standard 3.7.1, December 2008).

With the approval of the dean of the college, each department with graduate programs will determine procedures for handling recommendations or appeals concerning Graduate Faculty appointments, reappointments, or changes in level of membership status. The department and/or the college criteria and procedures must be consistent with the qualifications and responsibilities outlined in this document but may be more restrictive.

**Level 1 Qualifications and Responsibilities**

An individual appointed to Level 1 Graduate Faculty must
- have an earned terminal degree (highest degree awarded in the discipline) in or related to the faculty member's area of graduate responsibility;
- be a full-time employee of Mississippi State University, holding an academic rank of assistant professor/assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”;
- have demonstrated and maintained noteworthy accomplishments in research and/or creative achievement, as defined in the Faculty Handbook (6.1.2);
- and have demonstrated experience directing independent study, thesis, or dissertation.

An individual appointed to Level 1 Graduate Faculty may
- teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence through independent scholarly activity;
- serve as a member of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within Department of appointment or outside Department;
- serve as a chair of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within the faculty member's area of graduate responsibility;
- serve as a member of doctoral committees and doctoral dissertations within Department of appointment or outside Department;
- serve as a chair of doctoral committees and/or director of doctoral dissertations within the faculty member’s area of graduate responsibility.
• A Level 1 term of service is five years and is monitored by the Dean of the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college.

**Level 2 Qualifications and Responsibilities**

An individual appointed to Level 2 Graduate Faculty must
• have an earned terminal degree (highest degree awarded in discipline) in or related to the faculty member’s area of graduate responsibility;
• be a full-time employee of Mississippi State University, holding an academic rank of assistant professor/assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”;
• and have demonstrated and maintained a record in research and/or creative achievement, as defined in the Faculty Handbook (6.1.2).

An individual appointed to Level 2 Graduate Faculty may
• teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence through independent scholarly activity;
• serve as a member of master's non-thesis, master's thesis, specialist non-thesis, or specialist thesis committee within Department of appointment or outside Department;
• serve as a chair of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committee within the faculty member’s area of graduate responsibility;
• serve as a member of doctoral committees and doctoral dissertations within Department of appointment or outside Department;
• serve as a co-chair of doctoral committees and/or director of doctoral dissertations with a co-director, who has Level 1 Graduate Faculty status, within the faculty member’s area of graduate responsibility.

A Level 2 term of service is five years and is monitored by the Dean of the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college. A Level 2 Graduate Faculty member may apply to have his/her appointment status changed to a Level 1 Graduate Faculty status when the conditions for Level 1 status have been met. A status change from Level 1 to Level 2 requires the support of the department head and dean of the college and will be monitored by the Dean of the Graduate School.
**Associate Level Qualifications and Responsibilities**

An individual appointed to Associate Graduate Faculty must
- have a terminal degree (highest degree awarded in the discipline) in or related to the faculty member's area of graduate responsibility
- be a full-time employee of Mississippi State University holding an academic rank of assistant professor/assistant research professor/assistant extension professor/assistant clinical professor and may include the qualifying designation of Visiting Faculty (as defined in AOP 13.22);
- and have a record of research and/or creative achievement as described in the Faculty Handbook (6.1.2) or the ability to conduct research.

An individual appointed to Associate Level Graduate Faculty may
- teach graduate-level courses in each field of specialization for which formal advanced study or demonstrated competence is documented
- serve as a member of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committees within Department of appointment or outside Department;
- serve as a member of doctoral and dissertation committees within Department of appointment or outside Department.

An Associate Level term of service is five years and is monitored by the Dean of the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college.

**PARTICIPANT APPOINTMENTS FOR GRADUATE STUDIES**

Participant appointments can be granted to individuals to enable them to participate either through graduate teaching or graduate committee participation. Individuals who receive participant appointments do not fall under the criteria of Level 1, Level 2, or Associate categories and therefore are not members of the graduate faculty.

**Graduate Teaching Participant Status**

An individual appointed Graduate Teaching Participant status must
- be an instructor with terminal degree in the discipline of graduate teaching responsibility.
- or have commensurate experience in or closely related to the discipline of graduate teaching responsibility.

Commensurate expertise must be in or related to the area of graduate responsibility, such as professional certification, licensure, or record of professional practice. Applicants relying on commensurate expertise must be approved by the department head, academic dean, and monitored by the Dean of the Graduate School.

An individual appointed Graduate Teaching Participant status may
- teach a graduate course
A Graduate Teaching Participant’s term of service is two years. The appointment is initially requested and renewed at the discretion of the department head and dean of the college and is monitored by the Dean of the Graduate School.

**Graduate Committee Participant Status**

An individual appointed Graduate Committee Participant status must

- hold a terminal degree and have research experience or commensurate expertise in the discipline of graduate research responsibility and
- be either
  - a research associate (including postdoctoral investigators);
  - a fully retired faculty member, including *emeriti* appointments, from MSU or another university;
  - a member of the Graduate Faculty who departed the University in good standing (this enables a committee member or chair to continue participation as a committee member after departure. This type of appointment is at the discretion of the student’s graduate committee and the department head);
  - a faculty member at another university whose expertise contributes to the research product of the student;
  - or an individual whose expertise contributes to the research product of the student.

Commensurate expertise must be in or closely related to the area of the research discipline. Applicants relying on commensurate expertise must be approved by the department head, academic dean, and monitored by the Dean of the Graduate School.

No more than two individuals who have been granted participant appointments can serve on a dissertation or doctoral committee. No more than one individual who has been granted a participant appointment can serve on a master’s non-thesis, master’s thesis, specialist non-thesis or specialist thesis committee.

A Graduate Committee Participant term of service is three years. The appointment is renewed at the discretion of the department head and dean of the college and is monitored by the Dean of the Graduate School.

**APPOINTMENT/REAPPOINTMENT/CHANGE IN LEVEL OF MEMBERSHIP PROCESS**

Forms for appointments and reappointments are available at the Office of the Graduate School website (www.grad.msstate.edu). All Graduate Faculty appointments (Level 1, Level 2, and Associate Level) and participant appointments for graduate studies must be on record with the Graduate School. The Dean of the Graduate School monitors the appointments and can require review of an appointment by a committee of the Graduate Faculty of the appointing department.

**Procedures for Initial Appointment**

1. The initial appointment of individuals to the Graduate Faculty and the determination of Graduate Faculty membership level (Level 1, Level 2, and Associate) and of individuals to the participant appointment must be in accordance with the corresponding criteria and
approved by the academic dean based upon recommendation from the department head and monitored by the Dean of the Graduate School.

2. University administrators (individuals holding the rank of Assistant Dean or higher) seeking initial appointment to the Graduate Faculty must be held to the qualifications outlined above, but their applications go directly to the Dean of the Graduate School who makes a recommendation to the Provost. These appointments are monitored by the Dean of the Graduate School.

3. Recommendations for initial appointments to the Graduate Faculty, determination of membership levels, and participant appointments may be made at any time during the calendar year. It is the responsibility of the department head, dean, and applicant to provide documentation to support an applicant’s qualifications for appointment.

4. The applicant may withdraw the request for appointment at any time.

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