March 27, 2009

Graduate Council
Mississippi State University

Number: 6
Date: March 27, 2009

Present: H. Bailey, W. Batchelor, T. Chamblee, F. Coleman, L. Cossman, S. Cottrell (for
P. Bonfanti), C. Crawford (for L. Barrow), L. D’Abramo, J. Fowler (for N.
Younan), T. Gammill (for K. Schulz), D. Jackson, K. Lee, M. Millea, D. Morse
(for K. Dooley), L. Morse, S. Nobles, B. Rauhaus (for T. West), J. Roberts (for M.
Binkley), R. Shivaji, J. Silva, F. Sparks, B. Spencer (for N. Ponder), P. Sullivan, J.
To, D. Wise

Absent: G. Adebiyi (excused), J. Gilbert, B. Hamil (excused), W. Person (excused), P.
Rabideau, D. Reynolds (excused)

1. Dr. Dwayne Wise asked for any revisions to the minutes (February 27, 2009).

Dr. Lynne Cossman pointed out that under Old Business on page 3 it should say Graduate
Council voted instead of moved and should be corrected.

Motion was made by Dr. Meghan Millea and seconded by Dr. Cossman to accept the minutes
with the noted amendment above.

Minutes were approved by acclamation.

2. University Committee on Courses and Curricula (UCCC)

Dr. Tim Chamblee did not have a report but stated that the technical changes to the Master of
Arts in Interdisciplinary Sciences have been made and the new program is now at the
Registrar’s Office for implementation.

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

Dr. Louis D’Abramo presented the following information:

- The Graduate Student Association Research Symposium is scheduled for Friday April 3,
in the Colvard Student Union, starting at 8:30 am. We had 66 abstracts submitted.

- The GSA Awards banquet will be held on Monday, April 20 at 6:00 pm in Coskrey
Auditorium of Memorial Hall. Nomination forms for outstanding graduate assistant
(research, teaching, service) can be retrieved from the GSA web page and from the OGS
website under announcements.

- In collaboration with the Office of the Vice President of Research and Development, the
Graduate School and the Alliance for Graduate Education in Mississippi (AGEM) will
host a special workshop for graduate students focusing on their preparation of proposals for external funding to support their thesis and dissertation research projects. The date has been set for April 7th from 3:00 p.m. – 5:00 p.m. in Colvard Student Union Ballroom-M.

- The AGEM Super Recruitment Weekend has been scheduled for April 3-4, 2009 for approximately 50 juniors and seniors in the STEM areas from Mississippi institutions and selected institutions from contiguous states. There will be an opportunity in the program for the potential students to visit academic departments on Friday afternoon, April 3rd from 1:30 pm. – 2:30 p.m. The Graduate Council has been invited to the special informal reception to meet the potential students on Friday evening at the Hilton Garden Inn from 7:00 p.m. – 9:00 p.m.

- For spring 2009, 1091 students applied to graduate school (down 28 from last year) and 577 were admitted (down 107 from last year). As of March 23, applications for summer are at 353 (up 16 from last year); 81 have been admitted (up 16 from last year).

- 371 graduate students have applied for May graduation. (303 master’s degrees, 17 educational specialists degrees, and 51 Ph.D.s) The total number of students who have been awarded a Ph.D. this year is 79 with the estimated 51 Ph.D.s for spring, the total for the 2008-2009 year will be 130.

- A Graduate Coordinators workshop was held on Friday, March 13. Nineteen graduate coordinators attended. Presentations were provided by four members of the staff of the Office of the Graduate School focusing on admissions, assistantships, new forms, graduate audits and a variety of other issues. Another workshop is scheduled for April 17.

- I met with Dean Coleman and some of the staff of the Library and Dr. Mary Ann Jones of the Library will be working with Ms. Pam Sullivan, the OGS liaison to the Library, on a number of projects that include services that focus on the professional development of graduate students.

- I discussed with the library staff the possibility of establishing templates for the preparation of theses and dissertations. I provided them with two samples from Gonzaga University and Oklahoma State University. These templates would permit direct addition of title page, table of contents, text, tables, etc. into the template.

- We have launched the Graduate Ambassadors Program that is designed to help in the recruitment of new graduate students, both domestic and international. Currently, we have 30 ambassadors, representing 23 departments in 6 colleges. Information is on the website. The name of each ambassador will be accompanied by major and degree, E-mail address and a photograph.
• A total 574 individual graduate assistants have received the health insurance supplement for the 2008-2009 academic year (either Fall, Spring, or both). To date, the total amount of insurance supplement provided by the University is $153,750.

• Implementation for the Workflow and Xtender graduate application processes has been adjusted to early April for the College of Forest Resources and for the remaining departments in the College of Engineering. The training sessions for the College of Arts and Sciences have been adjusted to mid-April.

• We will soon begin interviewing for the position of Admissions Assistant. This position is not a replacement, but a new position to assist in the ever increasing workload of processing applications in the admissions part of the OGS. With the advent of the Workflow and Xtender graduate application processes, there is a definite need for an additional staff person to expeditiously process applications.

5. Report from Graduate Student Association (GSA)

GSA President Mr. Terrance West was not present. Ms. Beth Rauhaus, GSA Vice President, presented the following report:

Ms. Rauhaus stated that the GSA Symposium will be held next Friday, April 3, in the Colvard Student Union. We have over 50 participants. The guest speaker will be Dr. Peter Ryan. The next event will be the GSA Award Banquet scheduled for April 22, 2009. The guest speaker for this event will be President Keenum. We had over 30 graduate students attend last month’s GSA meeting which is a sizable increase. GSA has given out five travel awards this semester and there is still money in the budget to give out a few more.

6. Old Business

• Graduate Faculty Appointment Policy and Forms (D’Abramo)

Dr. D’Abramo explained the purpose of each of the four new forms for faculty appointment. All forms are designed to clarify the qualifications of graduate faculty membership.

Discussion followed whether Graduate Faculty appointment should be tied to tenure review or annual review and the appropriate language for publication in the Graduate Bulletin. More discussion ensued.

Dr. Wise stated that this issue cannot not be resolved during this Graduate Council meeting. Dr. D’Abramo stated that a decision regarding the wording and the new forms would have to be reached before the new edition of the Graduate Bulletin.

Dr. Wise asked that the subcommittee consisting of Drs. Hart Bailey, Meghan Millea, Burnette Hamil to meet with Dr. D’Abramo to come up with appropriate language for a policy statement to be published in the Graduate Bulletin. Since SACS requirements will
also need to be satisfied, Dr. Chamblee was asked to join the subcommittee. Dr. Juan Silva expressed interest as well and volunteered to serve.

- Academic Fresh Start for Graduate Students (D’Abramo – Handout)

A new policy draft had been distributed by Dean D’Abramo prior to the meeting. Dr. D’Abramo explained the policy. Discussion followed.

Discussion demonstrated that this proposed new policy needed further review. A subcommittee consisting of Dr. Barbara Spencer and Dr. David Morse was formed to assist Dr. D’Abramo to formulate the Academic Fresh Start Policy. A revised policy will be presented to Graduate Council for approval at a later date.

- AOP 12.01 Subcommittee Report (Ponder)

Dr. Wise moved this item to the next meeting.

7. New Business

- Participation in Graduation Ceremony prior to completion of degree (D’Abramo - Handout)

Dr. D’Abramo asked Graduate Council members to share their opinions regarding graduate students “walking” during the May commencement ceremonies but officially graduating during the summer semester. There are no commencement ceremonies for summer graduation. He presented a case study for review and stated that a decision must be reached today.

Dr. Spencer had to leave the Graduate Council meeting early but she expressed strong support for allowing graduate students to participate early before she left.

Discussion followed.

Dr. Bailey made a motion that Ph.D. students may be allowed to participate in the graduation ceremony in May after missing applicable deadlines provided they have met all requirements prior to the ceremony. Dr. Jackson seconded the motion.

Dr. Batchelor made an amendment to the motion and asked that master’s students in the thesis track be included in the motion.

Graduate Council members voted and to approve the motion with the amendment.

Dr. D’Abramo stated that a decision was still needed regarding master’s students in a non-thesis program.
Dr. Millea made a motion to allow non-thesis master’s students who have passed their comprehensive examinations, if applicable, to participate in commencement ceremonies in May if they only have six hours of coursework to take during the summer semester and they have already registered for those hours. Dr. Bailey seconded the motion.

Discussion followed.

It was decided that the student’s academic dean would have to verify whether a student was eligible to participate and that the student would have to be informed of the requirement to apply again for graduation during the summer semester.

Graduate Council voted and the motion was approved by acclamation. Graduate students will be allowed to participate in May commencement ceremonies after meeting the requirements stated above and obtaining the approval of their academic dean. A form will be drafted for future use but May ceremonies will be handled on a case-by-case basis.

Meeting adjourned at 2:45 p.m.

The date for the next Graduate Council meeting has been set for April 24, 2009, at 1:30 p.m. in 611 Allen Hall.
THE GRADUATE FACULTY

In Principles of Accreditation: Foundations for Quality Enhancement, the Southern Association of Colleges and Schools’ Commission on Colleges states concerning faculty that

an institution gives primary consideration to the highest earned degree in the discipline ... and 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 effect teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (December 2001)

Accordingly, the Graduate Faculty of Mississippi State University are those whose expertise and professional accomplishment are considered by their departmental head and college dean to be of superior quality and, as such, appropriate for instruction of students enrolled in graduate degree programs.

Privileges and Duties/Responsibilities

The privileges and duties/responsibilities of Graduate Faculty members include:

1. teaching graduate-level courses and seminars;
2. advising graduate students;
3. supervising/guiding graduate student research and study to its completion;
4. serving on graduate committees, including thesis and dissertation committees;
5. serving on examining committees for graduate students;
6. serving as a graduate representative on doctoral preliminary and final oral examinations;
7. remaining current and actively productive in terms of scholarly/research/creative endeavors;
8. participating in the formulation of graduate curricula and policy; and
9. being eligible to serve on the Graduate Council.

Membership

Membership on the Graduate Faculty shall be restricted to those who (a) have an earned terminal degree (highest degree awarded in the discipline) in or related to the faculty member’s area of assigned graduate responsibility*; and (b) hold academic rank of Assistant Professor or higher, or Research/Extension/Clinical (per Graduate Council March 2005) rank of Assistant Research Professor/Assistant Extension Professor/Assistant Clinical Professor (per Graduate Council March 2005) or higher at Mississippi State University. To be appointed to membership in Level 2 category, the individual must have demonstrated satisfactory performance in scholarly/research/service/creative endeavors according to the criteria prescribed in the tenure and promotion policies document of the individual’s department/school/college. To be appointed to membership in Level 1 category, the individual must have demonstrated excellent and current performance in scholarly/research/service/creative endeavors according to the criteria prescribed in the tenure and promotion policies document of the individuals' department/school/college.

Members of the Graduate Faculty in Level 2 are authorized to: (a) teach graduate-level courses in each field of specialization for which they have formal advanced study or demonstrated competence through independent scholarly activity; (b) to serve as members of any graduate committee, and (c) to serve as chairs of master's non-thesis committees, chairs/directors of master's thesis or specialist's thesis/special problem committees; and (d) to serve as co-director (with a Level 1 member of the Graduate Faculty) of doctoral dissertations.

Members of the Graduate Faculty in Level 1 category of membership are authorized to do (a), (b), and (c) above. In addition, they are authorized to serve as chairs of doctoral committees and as directors of doctoral dissertations. The Graduate Council recommends that Level 1 Assistant Professors chairing or directing his or her first doctoral/dissertation committee be appointed as co-chairs or co-directors with an experienced Level 1 member.

Individuals who are not eligible for Graduate Faculty Membership as described above and individuals who do not hold academic or Research/Extension/Clinical rank or are not employed by Mississippi State University but do meet the requirements/qualifications for appointment to the Level 1 or Level 2 categories may be appointed to the Graduate Faculty by the college dean via the recommendation of a department.
head and his/her college/school dean. Such adjunct appointments will be differentiated for record-keeping purposes as appointments in Level 1-A or Level 2-A categories. The term of appointment for such individuals will be limited and will be determined by the college dean.

The college deans have the authority to approve qualified individuals who do not hold membership on the Graduate Faculty to teach designated graduate courses upon the recommendation of the appropriate department head. Such approval must be renewed every five years.

*Subject to special considerations, an individual who has not earned the highest degree awarded in the discipline but has demonstrated exceptional competence in one's field of specialization (i.e., has attained high professional status as recognized by one's professional peers) may be appointed to the Graduate Faculty.*

**Appointment Process**

1. The initial appointment of individuals to the Graduate Faculty, the determination of membership category, or a change in Graduate Faculty membership category shall be approved by the college dean based upon recommendation from the department and/or school.

2. Each department with graduate programs will determine procedures for handling recommendations concerning Graduate Faculty membership at the department level (with the approval of the academic dean of the college/school). Each college/school will determine the procedures for handling recommendations concerning Graduate Faculty membership at the college/school level. The department and/or the college may establish qualifications which exceed the minimum qualifications established by the Graduate Faculty (e.g., a department and/or college may choose to review the quality of theses/dissertations directed by the faculty member).

3. Recommendations for initial appointment to the Graduate Faculty may be made at any time during the academic year. Recommendations for reappointment or a change in Graduate Faculty membership category must be made according to the time lines outlined below in the section entitled "Procedures for Reappointment."

4. Effective with the Fall 1993 semester, the term of appointment to Level 1 Graduate Faculty shall be for five years. During the fifth year of appointment, Graduate Faculty members in Level 1 and Level 1-A (per Graduate Council, November 2004) categories must undergo review for reappointment. If the department head does not submit a reappointment form to the Office of the Graduate School, the faculty member will automatically be reappointed in the Level 2 or 2-A category. The underlying criteria for reappointment to Level 1 or Level 1-A membership is a record of sustained involvement in graduate education and a sustained record of scholarly/research/creative endeavors.

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

1. The Director of the Office of the Graduate School issues a call for Level 1 and Level 1-A reappointment (i.e., notifies college deans of members due for review during the academic year) or change in level of membership requests by September 1 each year.

2. A request for reappointment or change in level of membership can be initiated by the department head or by the individual faculty member. A request letter should be accompanied by Part I of the past five (5) Annual Faculty Review Forms, which includes a listing of the individual's publications, presentations, and other scholarly activities. If Annual Faculty Review Forms do not include a listing of theses, Directed Individual Studies, and/or dissertations directed/co-directed for the past five (5) years, this information (if required) should also be provided so that the quality of these documents can be reviewed. In addition, professional development activities for the past five (5) years should be provided (if not included on the Annual Faculty Review Forms). The request is processed through the appropriate departmental procedures (as determined by the department, with approval of the academic dean of the college/school) and college/school procedures (as determined by the college/school) following the same notification requirements as outlined in the Faculty Handbook for promotion and tenure decisions. That is, the faculty member will be officially notified as to the disposition at each level of his/her request. Written recommendations of decisions will come from each level in the process and will be placed on file in all the appropriate offices. The same timeliness used for processing promotion/tenure recommendations should be followed for requests for reappointment or change in level of membership on the Graduate Faculty. That is, faculty members requesting reappointment must have provided the department head or appropriate official
with all pertinent and available information by November 15. Departmental recommendations must be submitted to the academic dean by January 15.

3. University administrators seeking appointment, reappointment or change in level of membership will follow the same procedure as other faculty members. In lieu of the Annual Faculty Review Forms, their request letter should be accompanied by a current vita which contains the following information for the past five years: a listing of theses, Directed Individual Studies, and/or dissertations directed (if required); professional development activities; and a list of publications, presentations, and/or other scholarly activities.

4. The college dean will evaluate the requests and forward the notification of his/her action to the faculty member with copies to the appropriate department head and Director of the Office of the Graduate School by March 1.

5. The faculty member may withdraw the request for reappointment at any time.

Appeals of faculty regarding Graduate Faculty status recommendations shall be made to the Provost and Vice President of Academic Affairs. Guidelines for the appeals process will be developed by a committee of the Graduate Council.
The Graduate Faculty

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

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. (December 2006)

Accordingly, the Graduate Faculty of Mississippi State University are those whose expertise and professional accomplishment are considered by their departmental head and college dean to be of superior quality and, as such, appropriate for instruction of students enrolled in graduate degree programs.

Privileges and Duties/Responsibilities

The privileges and duties/responsibilities of Graduate Faculty members include:

1. Teaching graduate-level courses and seminars;
2. Advising graduate students;
3. Supervising/guiding graduate student research and study to its completion;
4. Serving on graduate committees, including thesis and dissertation committees;
5. Serving on examining committees for graduate students;
6. Serving as a faculty representative on doctoral preliminary and final oral examinations;
7. Remaining current and actively productive in terms of scholarly/research/creative endeavors;
8. Participating in the formulation of graduate curricula and policy; and

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 assigned graduate responsibility;
- be a full-time employee at MSU, holding an academic rank of assistant professor or higher or assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”;
- have demonstrated excellent and current quality performance in scholarly/research/creative endeavors according to the criteria prescribed in the tenure and promotion policies document of the individual’s department/school/college;
- have experience directing independent study, thesis, and 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 chair/director or member of master’s non-thesis, master’s thesis, specialist non-thesis, specialist thesis, committees within Department of appointment or outside Department, as appropriate;
- serve as chair/director or member of doctoral committees within Department of appointment or outside Department, as appropriate.

A Level 1 term of service is five years and is monitored by the Graduate School. The appointment is renewed at the discretion of the department head and dean of the college.

Level 2 Qualifications and Responsibilities

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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 assigned graduate responsibility;
- must be a full-time employee at MSU, holding an academic rank of assistant professor or higher or assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”;
- must have demonstrated satisfactory quality performance in scholarly/research/creative endeavors according to the criteria prescribed in the tenure and promotion policies document of the individuals’ department/school/college;
- have experience directing independent study, thesis, or dissertation.

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 chair or member of master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committees within Department of appointment or outside Department, as appropriate
- serve as a member of doctoral committees within Department of appointment or outside Department, as appropriate, but may not hair doctoral committees; however, may serve as co-director of doctoral dissertations with a Level 1 member of the Graduate Faculty.

A Level 2 term of service is determined at the college level and is monitored by the college.

Associate Level 1 or Level 2 (1-A or 2-A) Qualifications and Responsibilities

An individual appointed to Associate Level 1 or Associate Level 2 Graduate Faculty
- is not employed by Mississippi State University (appointment does not require adjunct status within a department) or is employed by Mississippi and holds the title of “visiting” with the academic rank of, or equivalent to, at least assistant professor
- must have an earned terminal degree (highest degree awarded in discipline) in or related to the faculty member’s area of assigned graduate responsibility
- must have demonstrated satisfactory (Associate Level 2) or excellent (Associate Level 1) quality performance in scholarly/research/creative endeavors.

An individual appointed to Associate Level 1 or Associate Level 2 Graduate Faculty may
- teach graduate-level courses in each field of specialization for which formal advanced study or demonstrated competence through independent scholarly activity is apparent
- serve as a member of or co-chair, but not chair, master’s non-thesis, master’s thesis, specialist non-thesis, or specialist thesis committees
- serve as a member of or co-chair, but not chair, a doctoral committee.

An Associate Level 1 or Associate Level 2 term of service is limited to five years; the term can be renewed by the department head and college dean.

Permission of Instructor/Lecturer to Teach a Graduate Course

In rare circumstances, permission to teach a graduate level (8000) course may be granted to a faculty member who has the title of instructor/lecturer by the Dean of the Graduate School. Upon recommendation of the graduate faculty in the program, such a request must be submitted by the Department Head in the form of a letter with the signatory approval of the Dean. The letter must specifically document what course(s) will be taught and, if not apparent, the competence of the faculty member to teach the course(s), as gained through either independent scholarly activity or advanced study. A curriculum vitae must also be included.

An instructor/lecturer appointed to teach a graduate level course must have earned a terminal in his/her discipline.

The permission is granted for one year from the date of approval by the Dean of the Graduate School and can be renewed by following the aforementioned protocol.

Appointment/Reappointment/Change in Level of Membership Process
All appointments and reappointments must be implemented through appropriate forms available on the Office of the Graduate School website under Graduate Faculty.

Appointment

1. The initial appointment of individuals to the Graduate Faculty, the determination of membership category, or a change in Graduate Faculty membership category shall be approved by the college dean based upon recommendation from the department head, and/or school.

2. With the approval of the academic dean of the college/school, each department with graduate programs will determine procedures for handling recommendations concerning Graduate Faculty membership. Each college/school will determine the procedures for handling recommendations concerning Graduate Faculty membership at the college/school level. The department and/or the college may establish qualifications which exceed the minimum qualifications established by the Graduate Faculty (e.g., a department and/or college may choose to review the quality of theses/dissertations directed by the faculty member).

3. Recommendations for initial appointment to the Graduate Faculty may be made at any time during the academic year. Recommendations for reappointment or a change in Graduate Faculty membership category must be made according to the timelines outlined below in the section entitled “Procedures for Reappointment.”

4. Effective with the Fall 1993 semester, the term of appointment to Level 1 Graduate Faculty shall be for five years. During the fifth year of appointment, Graduate Faculty members in Level 1 and Level 1-A (per Graduate Council, November 2004) categories must undergo review for reappointment. If the department head and/or the college dean do not submit a reappointment form to the Office of the Graduate School, the faculty member will automatically be reappointed in the Level 2 or 2-A category. The underlying criteria for reappointment to Level 1 or Level 1-A membership is a record of sustained involvement in graduate education and a sustained record of scholarly/research/creative endeavors.

Procedures for Reappointment or Change in Level of Membership

1. The Dean of the Graduate School issues a call for Level 1 and Level 1-A reappointment (i.e., notifies college deans of members due for review during the academic year) or change in level of membership requests in by September 1 each year. This is accomplished when the Graduate School sends each dean a list of faculty members within the respective college whose terms will expire the following July 1. The faculty member is reappointed when the Graduate School receives a Level 1 Appointment/Reappointment Request Form with a current curriculum vitae attached. This reappointment protocol includes Level 1-A appointees. Faculty who are not reappointed will be moved to Level 2 or Level 2-A status.

2. A request for reappointment or change in level of membership can be initiated by the department head or by the individual faculty member. A request letter should be accompanied by Part 1 of the past five (5) Annual Faculty Review Forms, which includes a listing of the individual’s publications, presentations, and other scholarly activities. If Annual Faculty Review Forms do not include a listing of theses, Directed Individual Studies, and/or dissertations directed/co-directed for the past five (5) years, this information (if required) should also be provided so that the quality of these documents can be reviewed. In addition, professional development activities for the past five (5) years should be provided (if not included on the Annual Faculty Review Forms). The request is processed through the appropriate departmental procedures (as determined by the department, with approval of the academic dean of the college/school) and college/school procedures (as determined by the college/school) following the same notification requirements as outlined in the Faculty Handbook for promotion and tenure decisions. That is, the faculty member will be officially notified as to the disposition at each level of his/her request. Written recommendations of decisions will come from each level in the process and will be placed on file in all the appropriate offices. The same timeliness used for processing promotion/tenure recommendations should be followed for requests for reappointment or change in level of membership on the Graduate Faculty. That is, all pertinent and available information by November 15. Departmental recommendations must be submitted to the academic dean by January 15.

3. University administrators seeking appointment, reappointment or change in level of membership will follow the same procedure as other faculty members. In lieu of the Annual Faculty Review Forms, their request letter should be accompanied by a current vita which contains the following information for the past
five years: a listing of theses, Directed Individual Studies, and/or dissertations directed (if required); professional development activities; and a list of publications, presentations, and/or other scholarly activities.

4. The college dean will evaluate the requests and forward the notification of his/her action to the faculty member with copies to the appropriate department head and Dean of the Graduate School by March 1.

5. The faculty member may withdraw the request for reappointment at any time.

6. The department must notify the Graduate School when a faculty member has resigned, retired or no longer has active status within a particular appointment.

7. The department must follow the reappointment process to modify a faculty member’s title change. The reappointment form is submitted with a current cv attached.

Appeals of faculty regarding Graduate Faculty status recommendations shall be made to the Provost and Vice President of Academic Affairs. Guidelines for the appeals process will be developed by a committee of the Graduate Council.
Graduate Faculty – Level 1
Appointment/Reappointment Request Form

Mississippi State University
Office of the Graduate School, P. O. Box G
Mississippi State, MS 39762

Qualifications: (Attach Current Curriculum Vitae)

- Must have an earned terminal degree (highest degree awarded in discipline) in or related to the faculty member’s area of assigned graduate responsibility
- Must be a full-time employee at MSU, holding an academic rank of assistant professor or higher or assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct"
- Must have demonstrated excellent and current quality performance in scholarly/research/creative endeavors activities according to the criteria prescribed in the tenure and promotion policies document of the individuals department/school/college
- Must have experience directing independent study, thesis or dissertation

Responsibilities:

- May teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence through independent scholarly activity
- May serve as a chair/director or member of master’s non thesis, master’s thesis, specialist thesis or specialist non-thesis committees within Department of appointment or outside Department, as appropriate
- May serve as a chair/director or member of doctoral committees within Department of appointment or outside Department, as appropriate

Term: 5 years each; can be reappointed

Name ___________________________ MSU ID# ___________________________

Highest Degree __________________ Institution ___________________________ Year ______

Date of initial employment at MSU __________________

Current Academic Rank _______________________

Department __________________________ Mail Stop ______

College ________________________________
Please check as appropriate:

_______ Initial Appointment

_______ Reappointment at same level (note: check initial appointment if individual had a previous appointment that was not renewed)

_______ Change from Level 2

_______ Change academic rank from _____________________ to ____________________

SIGNATURE:

_______________________________________ ___________________________________
Chair /Director       Date   College Dean    Date
Graduate Faculty – Level 2
Appointment/Reappointment Request Form

Mississippi State University
Office of the Graduate School
P. O. Box G
Mississippi State, MS 39762

Qualifications: (Attach Current Curriculum Vitae)

- Must have an earned terminal degree (highest degree awarded in discipline) in or related to the faculty member’s area of assigned graduate responsibility
- Must be a full-time employee at MSU, holding an academic rank of assistant professor or higher or assistant research professor/assistant extension professor/assistant clinical professor or higher without any qualifying designations such as “visiting” or “adjunct”
- Must have demonstrated satisfactory quality performance in scholarly/research/creative endeavors activities according to the criteria prescribed in the tenure and promotion policies document of the individuals department/school/college
- Must have experience directing independent study, thesis or dissertation

Responsibilities:

- May teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence through independent scholarly activity
- May serve as a chair or member of master’s non thesis, master’s thesis, specialist thesis or specialist non-thesis committees within Department of appointment or outside Department, as appropriate
- May serve as a member of doctoral committees within Department of appointment or outside Department, as appropriate.
- May serve as a co-director of doctoral dissertations with a Level 1 member of the graduate faculty; may not chair doctoral committees

Term: Monitored by the department

Name _______________________________ MSU ID# ____________________________

Highest Degree ___________ Year ______ Institution ___________________________

Appointment Academic Rank ____________________________

Department Making Appointment ____________________________ Mail Stop _____

College ____________________________
Please check as appropriate:

_______  Initial Appointment

_______  Reappointment at same level (note: check initial appointment if individual had a previous appointment that was not renewed)

_______  Change from Level 1

_______  Change academic rank from _____________________ to ____________________

SIGNATURES:

_______________________________________ ___________________________________
Chair /Director       Date   College Dean    Date
Qualifications: (Attach current curriculum vitae and letter of justification explaining need for status)

- Is not employed by Mississippi State (appointment does not require adjunct status within a department)
- or is employed by Mississippi State and holds the title of “visiting” or adjunct with the academic rank of, or equivalent to, at least assistant professor;
- Must have an earned terminal degree (highest degree awarded in discipline) in or related to area of assigned graduate responsibility
- Must have demonstrated satisfactory (Associate Level 2) or excellent (Associate Level 1) quality performance in scholarly/research/creative endeavors.

Permitted Assignments:

- May teach graduate-level courses in each field of specialization for which formal advanced study or demonstrated competence through independent scholarly activity is apparent
- May serve as a member of or co-chair, but not chair, master’s non thesis, master’s thesis, specialist thesis or specialist non-thesis committees
- May serve as a member of or co-chair, but not chair, a doctoral committee

Term: May serve a 3 to 5 year term of graduate faculty status, as requested by the college dean; can be reappointed

Name___________________________________    MSU ID#___________________________

Highest Degree________________ Institution __________________________  Year________

Academic Rank for Appointment ____________________________ _____________________

Department Making Appointment _________________________________   Mail Stop_____

College ________________________________________________________
Please check as appropriate:

_______ Initial Appointment

_______ Reappointment to same level with same academic rank

_______ Change to Associate Level from Level _______

_______ Change academic rank from ____________________ to ____________________

SIGNATURE:

_______________________________________ ___________________________________
Chair /Director       Date   College Dean    Date