

**THE GRADUATE FACULTY
HANDBOOK**

SCHOOL OF GRADUATE STUDIES AND RESEARCH

**TENNESSEE STATE UNIVERSITY
NASHVILLE, TENNESSEE
2000**

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SCHOOL OF GRADUATE STUDIES AND RESEARCH

Tennessee State University is a public, co-educational, land-grant institution established by the State Legislature in 1909 as the Agricultural and Industrial Normal School for Negroes. Through successive steps, the Normal School developed into a fully accredited multi-racial land-grant University with both daytime and evening classes.

In 1941 the education program of the institution was expanded to include the establishment of graduate studies leading to the Master's degree. The first Master's degree was awarded in June 1944. The University became a full-fledged land-grant University in 1958. In July 1969, the current name - **Tennessee State University** - was adopted. In 1979, **Tennessee State University** merged with the University of Tennessee at Nashville. In 1980, the Doctor of Education Degree was approved in three majors: Administration and Supervision, Curriculum and Instruction, and Educational Psychology and Guidance. The first PhD program, in Public Administration, was approved in 1986.

The Graduate School was redefined as the School of Graduate Studies and Research in 1987 and now offers four post-baccalaureate degrees: Master's, Educational Specialist, Doctor of Education, and Doctor of Philosophy. At present there are 21 Master's programs, two Educational Specialist programs, and six Doctoral programs.

GOALS OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH

(From *Graduate Catalog 1999-2001*)

- (1) To maintain high standards of instruction in graduate education, continuing education, and in the curricula and fields of specialization through which degree programs are offered;
- (2) To foster the continuation of faculty and student involvement in research which advances knowledge in the areas concerned;
- (3) To continue expanding its role as a public servant and leader of the citizens of the State by disseminating knowledge and providing a broad variety of educational and technical services;
- (4) To provide advanced degree programs and services especially tailored to the need and convenience of graduate students of all ages, including working adults of the corporate and industrial communities in the mid-state area; and,
- (5) To provide an atmosphere that will enhance the emotional, educational, cultural, social, and recreational growth of the total University community.

ADMINISTRATION OF THE GRADUATE PROGRAMS

(From *Graduate Catalog 1999-2001*)

The Dean of the School of Graduate Studies and Research is the administrative officer for all graduate programs and is responsible to the Vice President for Academic Affairs.

The Graduate Council is the advisory body for the Graduate School. Its members are Graduate Faculty elected by the Graduate Faculty in departments offering graduate degrees, the Director of the Library, and the Graduate Dean, who is the chairperson.

The graduate coordinator/director/head for each department is the general advisor for students in the department. The graduate coordinator is responsible for evaluating the credentials under which the student is admitted to that program, designating, when necessary, the courses the student should take to remove deficiencies, rejecting applicants on the basis of unacceptable credentials, and notifying the Graduate School of departmental decisions.

When Schools/Colleges/Institutes instead of Departments offer degrees, e.g., the Master of Engineering degree in the School of Engineering and Technology, Master of Business Administration degree in the School of Business, and the Master of Public Administration in the Institute of Government; the Dean or Director appoints a coordinator to serve as general advisor for all students. While the Major Advisor supervises the student's program, it is the primary responsibility of the student to know and observe all pertinent regulations in order to meet all of the requirements for the degree sought.

GRADUATE FACULTY

POLICY ON FULL GRADUATE FACULTY MEMBERSHIP

Criteria for Certification to the Graduate Faculty

This document establishes criteria for all regular full-time faculty (tenured or tenure-track) and administrators holding faculty rank.

Because membership to the TSU graduate faculty demands knowledge of current scholarship in teaching fields and because continuing professional activity is a distinct part of a faculty member's work at the university, the criteria below must be met to attain and retain active graduate faculty status.

FULL MEMBERSHIP

These criteria apply to regular faculty (tenured or tenure-track) with at least three (3) years graduate faculty experience in higher education.

Requirements for Consideration

I. Must hold the terminal degree in the teaching field. If the terminal degree is not a doctorate in that field, *the applicant must* present external evidence that the degree is considered terminal or sufficient by the discipline.

II. Must be recommended by the department chair and the college/school dean or director.

III. Must satisfy both criteria A and B below:

A. Scholarly Teaching

1. Must provide a letter from the Department Head describing graduate teaching expertise.
2. Should have been involved in graduate education:
 - a. Have taught one (1) 500, 600, or 700 level course, or
 - b. Have served on two (2) thesis or project committees or one (1) dissertation committee seen through to completion.

B. Publications/Presentations/Research/Other Professional Activities

(Must meet either 1 or 2 or 3)

1. Publications

Approved by Graduate Council May 1996

Approved by Dr. Augustus Bankhead, Vice President for Academic Affairs May 1996

WITHIN THE LAST THREE (3) YEARS THE APPLICANT MUST:

- a. Have published a scholarly book requiring independent review, or
- b. Have published one (1) article or essay in a peer-reviewed academic journal.
- c. Edited a book or contributed a chapter to a book.
- d. Published three book reviews in a peer-reviewed academic journal

OR

2. Artistic Presentation/Product Design/Conference Papers Presentation includes both public performance and the presentation of scholarly papers at professional meetings.

Within the last three (3) years the applicant must:

- a. Have created at least one (1) original work for presentation or performance or a product designed and exhibited on an international, national, regional, or state level. The submitted activity must have been subject to external (off campus) review and be equivalent in contribution and rigor to the publication criteria defined above, **OR**
- b. Have presented a scholarly conference paper to at least one (1) international, national or at least two (2) regional or state conferences. The submitted activity must have been subject to external (off campus) review and be equivalent in contribution and rigor to the publication criteria defined above.

OR

3. Research/Other Professional Activities

Must be equivalent in contribution, rigor, and peer reviewed status as publication criteria defined above as determined by the Graduate Council. The burden of evidence rests upon the applicant to prove that the contribution, rigor, and peer-reviewed status of the research, product design, or scholarly activity meet the criteria. Acquired clinical expertise or advanced practice national certification.

IV. Must be approved by the Graduate Council.

V. Must be approved by the Dean of the Graduate School

APPLICATION FOR FULL GRADUATE FACULTY MEMBERSHIP

Full membership is for newly hired full-time tenure track faculty with more than three (3) years graduate education experience prior to coming to TSU and for tenure track TSU faculty with more than three (3) years graduate education experience.

FULL MEMBERSHIP - Initial Certification.

Name: _____

Department: _____

I. The applicant must hold the terminal degree in teaching field. If the terminal degree is not a doctorate in that field, the applicant must provide external evidence that the degree is considered terminal or sufficient by the discipline.

A. Degree held: _____ B. Institution Granting Degree: _____

C. Date Conferred: _____ D. College Teaching Experience: _____

II. Scholarly Teaching

A. List graduate level courses (500-700) taught in the last three years:

B. List thesis, dissertation, or project committees served on through to completion in the last three years:

III. Publications/Presentations/Research within the last three (3) years. The applicant must:

1. List at least one refereed publication (book or article), **OR**
2. List conference presentation of one (1) international or national scholarly paper, **OR**
3. List conference presentation of two (2) regional or state scholarly papers, **OR**
4. Other (see certification criteria)

Signature of Applicant _____ Date: _____

IV. Approvals

Department Chair: _____ Date: _____

Dean/Director: _____ Date: _____

Graduate Council/Graduate Dean: _____ Date: _____

POLICY ON RE-CERTIFICATION TO FULL GRADUATE FACULTY MEMBERSHIP

Members of the Graduate Faculty must reapply for Graduate Faculty status every five (5) years. Because re-certification to the TSU Graduate Faculty requires knowledge of current scholarship in teaching fields and because continuing professional activity is a distinct part of a faculty member's responsibilities to the university, both criteria I and II must be met within a four year period to retain active Graduate Faculty status.

Because this is a new policy (effective May 1996), the first implementation date will be April 1, 2001, at which time all current members of the Graduate Faculty will be required to make application for re-certification to the Graduate Faculty. This phase in period should provide all graduate faculty with sufficient time to become familiar with the requirements for re-certification and undertake whatever activities are necessary to comply with the criteria for re-certification.

REQUIREMENTS FOR Re-certification TO THE GRADUATE FACULTY

PROFESSIONAL ACTIVITY (within the last four years)

I. Teaching/Advising. *The applicant must:*

- A. Have taught at least two (2) graduate level courses (500 - 700)
- B. Have served as the director of two (2) Master's theses, two Projects, or one (1) doctoral dissertation to completion

OR

Served on three or more thesis/dissertation *or project* committees to completion.

II. PUBLICATION/PRESENTATION/RESEARCH *(The applicant must meet A or B)*

A. **Publications.** These require primary authorship or equal co-authorship. If the publication has not yet appeared in print, the faculty member may submit documented evidence of acceptance. The applicant must:

- 1. Have published a scholarly book requiring independent review procedures, **OR**
- 2. Have published an article or essay in a peer-reviewed scholarly journal, **OR**
- 3. Have published three (3) book reviews in peer-reviewed academic journals.

OR

B. Presentations/Research

1. **Conference Papers.** The applicant must have presented scholarly papers at two (2) international or national, or three (3) regional or state conferences. The submitted activity must have been subject to external (off campus) review and be equivalent in contribution and rigor to the publications criteria defined above. **OR**

2. **Research/Other Professional Activities.** These must be equivalent in contribution, rigor, and peer-reviewed status to the publication criteria. The burden of evidence rests on the applicant to provide evidence that the contribution, rigor, and peer-reviewed status of the research, product design, or scholarly activity meet the criteria. **OR**

3. **Artistic Presentation or Product Design.** The applicant must have created an original work for presentation or a product design and exhibited on an international, national, regional, or state level. The submitted activity must have been subject to external (off campus) review and be equivalent in contribution and rigor to the publication criteria defined above.

**APPLICATION FOR RE-CERTIFICATION TO
FULL GRADUATE FACULTY MEMBERSHIP**

Name: _____

Department: _____

Within the last four (4) years:

List the graduate level (500, 600, or 700) courses you have taught, indicating the semester when taught.

List the students for whom you have served on a thesis, dissertation, or project completed in the last four (4) years. Please indicate whether you were the director or a reader on the thesis/dissertation/project.

List published book(s), articles in scholarly journals, or book reviews:

List details (meeting, date, title of presentation) of presentations at scholarly meetings:

List details of any public service:

List any other scholarly activities which meet the defined criteria pertinent to your work at TSU: (use additional pages if necessary)

Signature of Applicant: _____ Date _____

Signature of Department Chair: _____ Date _____

Signature of College Dean/Director: _____ Date _____

Signature of the Dean of the Graduate School: _____ Date _____

POLICY ON CERTIFICATION OF ASSOCIATE GRADUATE FACULTY MEMBERSHIP

There are two types of Associate Memberships:

Level 1 Associate membership is available for **newly hired** tenure track faculty in

Departments having graduate programs, who hold the terminal degree with fewer than three years graduate teaching experience. Newly hired tenure track faculty holding the terminal degree will automatically be approved for Associate membership upon submission of the application. Initially appointed Associate members are expected to satisfy credentials that warrant Full membership at the end of three years. However, Associate members seeking to renew their initial certification to the Graduate Faculty may apply for one additional three year certification as an Associate member.

The application for renewal must be accompanied by a letter from the department chair addressing the applicant's teaching effectiveness in the graduate program and indicating the applicant's progress toward attaining Full membership.

Level 2 Associate membership is also available for faculty having held Full Membership but who no longer meet the criteria for re-certification. Such faculty who have exhibited excellence in graduate teaching may apply for one, three year **non-renewable** certification as an Associate member. A letter from the department chair addressing the applicant's superior teaching effectiveness at the graduate level must accompany the application.

Requirements for Consideration

I. Must hold the terminal degree in the teaching field. If the terminal degree is not a doctorate in that field, the applicant must submit documentation that the degree is considered terminal or sufficient by the discipline.

II. Must be recommended by the department chair and the applicant's college dean.

III. Must be recommended by the Graduate Council.

IV. Must be recommended by the Dean of the Graduate School.

Restrictions

Associate members may not direct master's theses or doctoral dissertations but may serve as a committee member.

APPLICATION FOR ASSOCIATE GRADUATE FACULTY MEMBERSHIP**LEVEL 1**

Associate Membership Level 1 is for newly hired tenure track faculty holding the terminal degree having fewer than three years graduate teaching experience and hired into departments with graduate programs.

Name: _____

Department: _____

Applicant holds terminal degree in the teaching field. If the terminal degree is not a doctorate in that field, *the applicant must* present external evidence that the degree is considered terminal or sufficient by the discipline.

Degree held: _____

Institution Granting Degree: _____

Date Degree Conferred: _____

Date Employed at TSU: _____

APPROVALS:

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

Applicants for Associate Membership Level 1 should be eligible for Full Membership at the end of three years.

APPLICATION FOR ASSOCIATE GRADUATE FACULTY MEMBERSHIP

LEVEL 2

Associate Membership Level 2 is for faculty having held Full Membership but who no longer meet the criteria for re-certification.

Name: _____

Department: _____

Degree:

Applicant holds terminal degree in teaching field. If the terminal degree is not a doctorate in that field, *the applicant must* provide external evidence that the degree is considered terminal or sufficient by the discipline.

Degree Held: _____

School Granting

Degree: _____

Date Degree Awarded: _____

Teaching:

Applicant must provide a letter from the department chair describing graduate teaching expertise and justification for continued graduate faculty membership. Please attach.

1. List Graduate Courses taught: _____

2. List theses, dissertations, or project committees served on through to completion in last four years:

3. List Graduate courses applicant will teach: _____

Signature of applicant: _____ Date: _____

College Dean: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

POLICY ON ADJUNCT GRADUATE FACULTY MEMBERSHIP

These criteria apply to part-time adjunct or full-time temporary faculty members at TSU. Adjunct status must be renewed every year. Adjunct members may not direct theses or dissertations, but may serve as committee members.

Requirements for Consideration

The applicant must:

- I. Hold the terminal degree in the teaching field. If the terminal degree is not a doctorate, the applicant must provide external evidence that the degree is considered terminal or sufficient by the discipline.
- II. Provide evidence of qualifications to teach the assigned graduate course(s). This may include expertise acquired through experience and/or practice in a particular area (e.g., an experienced principal or superintendent).
- III. Be recommended by the department chair and the applicant's college dean.
- IV. Be recommended by the Graduate Council.
- V. Be approved by the Dean of the Graduate School.

APPLICATION FOR ADJUNCT GRADUATE FACULTY MEMBERSHIP

Adjunct Membership is for part-time, adjunct faculty and full-time temporary faculty only. Full-time TSU faculty are not eligible.

Academic year: _____

Name of Applicant: _____

Address of Applicant: _____

Current Full-time

employment: _____

Work address: _____

Work Phone: _____

Applicant holds terminal degree in the teaching field. If the terminal degree is not a doctorate in that field, *the applicant must* present evidence that the degree is considered terminal or sufficient by the discipline.

Degree Held: _____ Date Conferred: _____

Institution Granting Degree: _____

To be completed by Department Chair:

Please list the course(s) to be taught by the adjunct faculty member:

Justification for adjunct assignment to graduate teaching assignment:

Approvals:

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

Dean of Graduate School: _____ Date: _____

Adjunct Graduate faculty must be approved each academic year.

GRADUATE FACULTY CERTIFICATIONS

Recommendations for Graduate Faculty Membership must be reviewed and approved by the Vice President for Academic Affairs. Certifications of Graduate Faculty Membership are made by the President of the University. Certification to the Graduate Faculty does not include any right to permanent or continuous employment or any interest in or expectancy or renewal of the appointment.

RESPONSIBILITIES OF THE GRADUATE FACULTY

(adapted from the *Graduate Faculty Handbook*, 1992)

1. To teach graduate courses as productive and creative teachers, designing innovative approaches to instruction.
2. To direct graduate student research.
3. To encourage graduate students to become involved in research that culminates in publication in professional journals.
4. To develop and evaluate comprehensive and qualifying examinations that accommodate the policies and deadlines of the School of Graduate Studies.
5. To serve on graduate student committees (Advisory, Thesis, Dissertation and Terminal Project committees) as members and chairpersons.
6. To serve as “guest examiners” on oral examination committees.
7. To meet all requirements in the *Graduate Faculty Policy* (1996) pertaining to graduate teaching/advising and scholarly activities (publications/presentations/research).
8. To continue faculty scholarly activities and serve as role models and mentors for other faculty and students.

GRADUATE FACULTY MEETINGS

The Graduate Faculty will meet during regularly scheduled Faculty Meetings during the school term. Other meetings may be held on call.

THE GRADUATE COUNCIL

THE BYLAWS OF THE GRADUATE COUNCIL TENNESSEE STATE UNIVERSITY

Article I. NAME

The organization shall be called the Graduate Council at Tennessee State University.

Article II. PURPOSE

The Graduate Council is a policy advisory and regulatory body primarily concerned with implementation of the objectives of Graduate Studies and representation of the Graduate Faculty. It assists the Graduate Faculty with the development of post-baccalaureate programs, with the appraisal of graduate degree programs, and with recommendations pertaining to any aspect of graduate work.

Article III. Membership

A. One faculty representative from each department or unit which grants graduate degrees shall be elected by the graduate faculty of that department for a three year term.

Departments/Units currently eligible to elect representatives to the Graduate Council are:

- Agricultural Sciences
- Biological Sciences
- Chemistry
- College of Business
- Criminal Justice
- Educational Administration
- Electrical Engineering
- Family and Consumer Sciences
- Health, Physical Education, and Recreation
- Institute of Government
- Languages, Literature, & Philosophy
- Mathematics
- Music
- College of Nursing
- Psychology

College of Engineering and Technology
Speech Pathology and Audiology
Teaching and Learning

B. The Director of Libraries shall be a member.

C. The Dean of the Graduate School shall be a member.

Article IV. MEETINGS

Regular meetings shall be held in the months of September, October, November, January, February, March, and April. Special meetings may be called at the discretion of the Graduate Dean or by request of three or more members. A quorum of the Council is one-third of the degree program membership plus one.

Article V. OFFICERS

Chair. The chair shall be the Graduate Dean.

Article VI. COMMITTEES

A. Graduate Faculty Membership Committee

The Graduate Faculty Membership Committee reviews and evaluates credentials of faculty recommended for membership to the Graduate Faculty and for retention of membership on the Graduate Faculty.

B. Course/Program Review Committee

The Course/Program Review Committee reviews and evaluates proposals for establishing new programs and courses or for modifying programs and courses.

C. Policies and Procedures Committee

The Policies and Procedures Committee reviews all proposals and other actions pertaining to policies and procedures governing the operations of the Graduate School and shall, with the Graduate Dean, be responsible for the contents of the Graduate Catalog. Any policy modification or new policy must be approved by the Graduate Council and submitted to the Vice President for Academic Affairs for approval.

D. Appeals Committee

The Appeals Committee reviews petitions and appeals submitted by students or faculty concerning admissions, retention, and suspension of students.

Article VII. AMENDMENTS

These Bylaws must be approved by two-thirds of the graduate council and the Vice President for Academic Affairs. If approved, the effective date of these bylaws shall be April 1, 1999. Initial classes of membership - one year, two year, and three year terms - shall be determined by random selection among the programs.

Amendments to the bylaws after the effective date may be proposed by the Executive Committee or by written petition of any of the members. To be adopted, proposed amendments must receive the approval of a two-thirds majority of the members voting at a meeting. However they originate, proposals for amendments shall be received by the Executive Committee and forwarded with recommendations to the members, in writing, at least 30 days before the meeting at which they are to be voted upon.

Approved by Graduate Council November 10, 1998

Approved by Dr. Augustus Bankhead, Vice President for Academic Affairs, April 1999

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION

The National League for Nursing Accrediting Commission (NLNAC) is a resource for information about tuition, fees, and length of program. For specific information contact the NLNAC at 61 Broadway, New York, N.Y. 10006, 1-800-669-1656.

NLNAC ACCREDITED

University Policy on Equal Opportunity, Affirmative Action, and Compliance with Title IX

Tennessee State University is an affirmative action university. Applicants and candidates will be considered for program participation without discrimination for reasons such as race, color, national origin, sex, religion, age, or handicap.

Further, it is the policy of Tennessee State University not to discriminate on the basis of sex in the education programs or activities which it operates, including employment therein and the admission of students thereto; and Tennessee State University is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C.F.R. Part 86) and by Sections 799A and 845 of the Public Health Service Act, and regulations issued pursuant thereto, not to discriminate in such manner. Inquiries concerning the application of the Acts and the regulations to Tennessee State University, may be referred to:

Office of Equal Employment Opportunity/Affirmative Action

Tennessee State University

Nashville, Tennessee 37209-1561

Tennessee State University is committed to educating a non-racially identifiable student body.