

# GRADUATE FACULTY HANDBOOK

School of Graduate & Professional Studies  
Tennessee State University  
3500 John A. Merritt Blvd.  
Research and Sponsored Programs, Suite 2B  
Nashville, Tennessee  
615-963-7371



**COLLEGE OF AGRICULTURE**  
**COLLEGE OF BUSINESS**  
**COLLEGE OF EDUCATION**  
**COLLEGE OF ENGINEERING**  
**COLLEGE OF LIBERAL ARTS**  
**COLLEGE OF LIFE AND PHYSICAL SCIENCES**  
**COLLEGE OF PUBLIC SERVICE**

*Revised May 2026*

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
TIMELINE FOR APPROVAL OF GRADUATE PROGRAMS .....	4
GOALS OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH .....	7
ADMINISTRATION OF THE GRADUATE PROGRAMS .....	8
GRADUATE FACULTY .....	10
APPLICATION FOR FULL GRADUATE FACULTY MEMBERSHIP .....	13
APPLICATION FOR FULL GRADUATE FACULTY MEMBERSHIP .....	16
POLICY ON RE-CERTIFICATION TO FULL GRADUATE FACULTY MEMBERSHIP .....	19
APPLICATION FOR RE-CERTIFICATION TO FULL GRADUATE FACULTY MEMBERSHIP .....	20
APPLICATION FOR RE-CERTIFICATION TO FULL GRADUATE FACULTY MEMBERSHIP .....	21
POLICY ON CERTIFICATION OF ASSOCIATE GRADUATE FACULTY.....	24
APPLICATION FOR ASSOCIATE GRADUATE FACULTY MEMBERSHIP .....	25
<b>LEVEL 1</b> .....	25
APPLICATION FOR ASSOCIATE GRADUATE FACULTY MEMBERSHIP .....	26
<b>LEVEL 2</b> .....	26
POLICY ON ADJUNCT GRADUATE FACULTY MEMBERSHIP .....	28
APPLICATION FOR ADJUNCT GRADUATE FACULTY MEMBERSHIP .....	29
GRADUATE FACULTY CERTIFICATION .....	30
RESPONSIBILITIES OF THE GRADUATE FACULTY.....	31
GRADUATE FACULTY MEETINGS.....	31

THE BYLAWS OF .....	32
Article I. NAME.....	32
Article II. PURPOSE.....	32
Article III. MEMBERSHIP.....	32
Article IV. MEETINGS.....	33
Article V. OFFICERS .....	33
Article VI. COMMITTEES.....	33
Article VII. AMENDMENTS .....	34
SCHOOL OF GRADUATE & PROFESSIONAL STUDIES.....	35

## SCHOOL OF GRADUATE & PROFESSIONAL STUDIES

**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 first awarded Master's degree in 1944. In 1946, the Southern Association of Colleges and Schools accredited the institution. The State Board of Education granted the college university status in 1951, and the University became a land-grant University in 1958. In July 1969, the current name - **Tennessee State University** - was adopted.

### TIMELINE FOR APPROVAL OF GRADUATE PROGRAMS

- 1974 The School of Allied Health and the School of Business were established, while the Specialist in Education degree was authorized.
- 1976 The Master of Criminal Justice degree was approved.
- 1977 The Master of Public Administration degree was approved.
  
- 1978 The Master of Engineering degree, the Master of Arts in Education, and the Master of Education Degrees in Reading were approved.
  
- 1979 Tennessee State University and University of Tennessee-Nashville merged. The Master of Business Administration degree was established.
- 1980 The Doctor of Education degree was approved in three majors: Curriculum and Instruction, Educational Administration, and Educational Psychology and Guidance.
- 1986 The Doctor of Education degree in Educational Psychology and Guidance was changed to a Doctor of Education degree in Psychology with concentrations in Counseling Psychology and School Psychology; an M.S. degree in Mathematical Sciences was approved; a Ph.D. degree in Public Administration was approved.
- 1987 The Graduate School was redefined as the School of Graduate Studies and Research
- 1991 The School of Graduate Studies and Research celebrated 50 years of Graduate Education.
- 1994 The Master of Science Degree Program in Nursing Degree was initiated.
- 1996 The degree designation for the Psychology doctoral program was changed from Ed.D. to Ph.D.
- 1997 The Master of Science in Computer and Information System Engineering (CISE) was initiated.
- 1998 The Doctor of Philosophy degree in Biological Sciences was initiated.

- 1999 The Doctor of Philosophy degree in Computer and Information Systems Engineering was approved.
- 2004 The School of Allied Professions was changed to the College of Health Sciences.
- 2006 The Doctor of Physical Therapy Degree (D.P.T.) Program was initiated.
- 2006 The Master of Occupational Therapy was approved.
- 2009 The Master of Public Health (M.P.H) Degree Program was approved.
- 2009 The Master of Professional Studies (M.P.S) was approved.
- 2009 The Master of Social Work (M.S.W) Degree Program was approved.
- 2014 The Professional Science Masters (P.S.M) was approved.
- 2014 The Master of Science (M.S.) in Computer Science was approved.
- 2016 The Graduate School was redefined as the School of Graduate and Professional Studies
- 2019 The Master of Science (M.S.) in Food and Animal Sciences was approved.
- 2020 The Master of Science (M.S.) in Environmental Science was approved.
- 2022 The Doctor of Philosophy degree in Agricultural Sciences was approved.
- 2022 The Master of Science (M.S.) in Data Science was approved.
- 2023 The Master of Science (M.S.) in Agricultural Business and Leadership was approved.
- 2024 The Graduate Certificate in Higher Education Teaching was approved.
- 2024 The Business Data Analytics (M.S.) was approved.
- 2024 The Doctor of Philosophy degree in Public Health was approved.
- 2025 The Master of Engineering changed to Master of Science in Engineering.
- 2026 Change PhD in Agricultural Sciences to PhD in Food, Agriculture, and Environmental Sciences Establishment of New Concentrations within the PhD in Food, Agriculture, and Environmental Sciences: Plant Science Concentration, Food and Animal Sciences Concentration, and Natural Resources Concentration.
- 2026 Establishment of New Concentration – Artificial Intelligence Concentration within the MS Data Science.

- 2026 Terminated the Graduate Certificate in Applied Geospatial Information Systems.
- 2026 Terminated the Graduate Certificate in Biotechnology.

***Today, Tennessee State University offers twenty-three master's degrees, nine doctoral degrees, and thirteen graduate certificate programs at the graduate level.***

## **GOALS OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH**

The School of Graduate and Professional Studies advances post-graduate education through targeted support, collaboration with the colleges, and strategic advocacy. The following goals guide our efforts to enhance operations, strengthen recruitment and retention, improve program quality and reputation, and expand professional preparation offerings.

1. Facilitate operational efficiency, communication, and engagement among internal and external audiences of the School of Graduate and Professional Studies.
2. Maintain a post-graduate population of at least 25% of total university enrollment by providing services and support in recruitment and retention strategies within the colleges.
3. Identify and invest resources to support the colleges in enhancing their post-graduate education programs and services.
4. Provide services and support to assist the colleges in continuously improving the quality and reputation of post-graduate programs and services.
5. Advocate for the continuous vitality of post-graduate programs and services to remain mission-centric to the University and its stakeholders.
6. Identify, coordinate, support, and offer post-graduate professional preparation programs, services, and certificates for educational and industry leaders.

**ADMINISTRATION OF THE GRADUATE PROGRAMS**  
*(2025-2026 Graduate Catalog)*

The Dean of the School of Graduate and Professional Studies 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. The members are graduate faculty elected by the graduate faculty in departments or academic units offering graduate degrees, the Dean of the Library, and the Graduate Dean. Additionally, the Graduate Dean serves as the chairperson for the Graduate Council meetings.

The Graduate Council has four standing committees: Appeals and Petitions, Curriculum Course and Program Review, Graduate Faculty Membership Committee, and Policies and Procedures. The Appeals and Petitions Committee reviews the appeals and petitions submitted by students that have been routed to the student's advisor, department chair, and college dean. Student appeals are filed for readmission after graduate suspension. Student petitions are filed for time extensions as a matter of retention when the timeline to complete the degree is nearing expiration. The Curriculum Course and Program Review Committee reviews and makes (1) recommendations on course additions, deletions, and modifications and (2) programmatic proposals, modifications, admissions standards, and retention policies. The curricular proposals are evaluated via the university's online curriculum approval system. Additionally, this committee supports the Dean of the Graduate School in preparing and updating revisions of the Graduate Catalog.

The Graduate Faculty Membership Committee reviews and evaluates credentials of faculty recommended for membership with the support of the department chair and college dean. The levels of graduate faculty membership range from adjunct, to new faculty and faculty seeking recertification are detailed in subsequent sections of this handbook. The Policies and Procedures Committee reviews all proposed actions pertaining to policies and procedures guiding the operations of the Graduate School. Any policy and procedure modification or new policy and procedure must be approved for recommendation by the Graduate Council and submitted to the Vice President for Academic Affairs for approval.

The graduate coordinator for each college, department, or program is the general advisor for students in the department. A student may be assigned a specific advisor by the graduate coordinator based on the major

and concentration. The graduate coordinator is responsible for evaluating the student's credentials as submitted in the application process. Decisions to accept or not accept are made by the graduate coordinator using one of the following: a) accept and recommend admission unconditionally, b) accept and recommend admission with conditions that are stated specifically and inclusive of prerequisites, c) not accept based on the applicant's credentials do not meet the minimum requirements for acceptance. The graduate coordinator notifies the Graduate School of the college, department, or program decisions. The Graduate School reviews and verifies the recommendation prior to sending an official letter of admission signed by the Dean of the Graduate School.

**NOTE:** While the assigned program advisor guides the student's academic progress, it is the responsibility of the student to observe all regulations to meet the requirements for completing the degree. Graduate students can access the Banner Application - Degree Works available through the myTSU portal to check progress toward degree completion.

## GRADUATE FACULTY

### POLICY ON FULL GRADUATE FACULTY MEMBERSHIP

#### Criteria for Certification to the Graduate Faculty

This document establishes criteria for certification of all regular full-time faculty (tenured, tenure-track, research, non-tenure-track, and adjunct) 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) and research faculty with at least three (3) years of 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 evidence that the degree is considered terminal or sufficient by the discipline.
- II. Must be recommended by the department chair and the college dean.
- III. Applicants must satisfy one of the following qualification pathways:

#### A. Standard Scholarly Teaching and Research Pathway

##### 1. Scholarly Teaching

- a. Must have been involved in graduate-level teaching or served on dissertation/thesis/project committees (must satisfy at least one of the following):
  - a. Have taught one (1) graduate-level course, or
  - b. Have served on two (2) thesis or project committees, or one (1) dissertation committee seen through to completion.

## 2. Publications/Presentations/Research/Other Professional Activities

Applicant must satisfy at least one of the following within the last three to five years:

- a. Published a scholarly book requiring independent review; or
- b. Published at least one peer-reviewed journal article, or a chapter in a scholarly book, or three book reviews in a peer-reviewed academic journal; or
- c. Created or performed an externally reviewed artistic work or scholarly paper presentation at one (1) international/national, or two (2) regional/state conferences; or
- d. Served as PI or Co-PI on externally funded grant(s) within the last three years; or
- e. Engaged in professional activity or clinical research equivalent in contribution, rigor, and peer review to the criteria described above, as determined by the Graduate Council.

### B. Alternative Research-Based Pathway

Faculty who demonstrates exceptional research or scholarly achievement may qualify for Full Graduate Faculty Membership through a research-based pathway, meeting the following requirements:

1. The applicant must have either:
  - a. Served as a Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on at least one externally funded research project that has been successfully *completed*, with documented evidence of deliverables; **or**
  - b. Successfully completed a formal postdoctoral research appointment or fellowship in their professional academic field of expertise at a recognized institution or research center.
2. The applicant must hold the terminal degree in the teaching field, or provide quality evidence that the degree is considered terminal or sufficient by the discipline.
3. The applicant must be recommended by the Department Chair, College Dean, and Graduate Dean, and approved by the Graduate Council.
4. Faculty approved under this research-based pathway shall hold Full Graduate Faculty status and shall be eligible to chair thesis and dissertations, subject to Graduate Council review.
5. To demonstrate current and ongoing scholarly engagement, the qualifying research activity (PI/Co-PI external funding or completion of a formal postdoctoral fellowship) should have been completed

within the past five (5) years. In exceptional cases, activities completed within the past seven (7) years may be considered with strong justification and supporting evidence of continued research productivity.

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- IV. Must be approved by the Graduate Council.
- V. Must be approved by the Dean of the Graduate School.
- VI. Must be certified by the Vice President for Academic Affairs.

## APPLICATION FOR FULL GRADUATE FACULTY MEMBERSHIP

### *Standard Scholarly Teaching Pathway*

Please complete the application electronically and attach an abbreviated curriculum vitae (maximum three pages) that emphasizes your scholarly and professional productivity during the last three to five years. Please submit the completed application to the department chair and the college dean for signature. Once the application has all signatures from the college, it should be uploaded on the shared drive for Graduate Faculty Membership by the designated representative.

#### **FULL MEMBERSHIP (Initial Certification)**

Do not complete this form if you have no prior graduate teaching experience (i.e. taught graduate level courses or served on dissertation/thesis/project committee seen through completion. For details, refer to the criteria for graduate faculty membership)

These criteria apply to regular faculty (tenured or tenure-track) and research faculty with at least three (3) years of graduate faculty experience in higher education. Full graduate faculty members are eligible to direct/chair theses/dissertation committees.

1. Name: Click or tap here to enter text.
2. Application Date: Click or tap here to enter text.
3. Email: Click or tap here to enter text.
4. Department: Click or tap here to enter text.
5. College: Click or tap here to enter text.
6. Year Hired at TSU: Click or tap here to enter text.
7. Employment Status (check one):  Tenured  Tenure-Track  Non-Tenure

#### **A. Standard Scholarly Teaching Pathway**

##### **I. Terminal Degree**

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 evidence that the degree is considered terminal or sufficient by the discipline.

- A. Degree (Terminal) Held: Click or tap here to enter text.

B. Year Degree Conferred: Click or tap here to enter text.

C. Institution Granting Degree: Click or tap here to enter text.

## II. Scholarly Teaching (Evidence of graduate teaching experience)

A. List graduate level courses (5000-7000) and titles taught in the last three years (Do not complete this form if you have no prior graduate teaching experience or never served on thesis/dissertation committees seen through completion):

Click or tap here to enter text.

B. List thesis, dissertation, or project committees served on through to completion in the last three years (If none, and you have not taught graduate courses in the past three years, do not complete this form. For details refer to the policy on certification to graduate faculty membership)

Click or tap here to enter text.

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

1. List at least one refereed publication (book or article or book chapter, or three book reviews). Citations must include author/co-author(s), article/book title, journal name, volume/number, pages, and date of publication.

Click or tap here to enter text.

OR

2. List conference presentation/proceeding of one (1) international or national scholarly paper. Citations must include author(s), paper title, conference title, conference location, volume/page, and date.

Click or tap here to enter text.

OR

3. List conference presentation/proceedings of two (2) regional or state scholarly papers. Citations must include author(s), paper title, conference title, conference location, volume/page, and date.

Click or tap here to enter text.

OR

- 4. List external grants awarded in the past three years. Include funding agency, amount, active grant period, and Principal Investigator (PI) and Co-PIs.

Click or tap here to enter text.

OR

- 5. List other Research or Professional Activities. Include only research or professional activities equivalent in contribution and rigor as peer reviewed publications. 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.

Click or tap here to enter text.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

IV. Approvals

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION FOR FULL GRADUATE FACULTY MEMBERSHIP

### *Alternative Research-Based Pathway*

Please complete the application electronically and attach an abbreviated curriculum vitae (maximum three pages) that emphasizes your scholarly and professional productivity during the last 3 to 5 years. Please submit the completed application to the department chair and the college dean for signature. Once the application has all signatures from the college, it should be uploaded to the shared drive for Graduate Faculty Membership by the designated representative.

#### FULL MEMBERSHIP (Initial Certification)

Do not complete this form if you have no prior graduate teaching experience (i.e. taught graduate level courses or served on dissertation/thesis/project committee seen through completion. For details, refer to the criteria for graduate faculty membership)

These criteria apply to regular faculty (tenured or tenure-track) and research faculty with at least three (3) years of graduate faculty experience in higher education. Full graduate faculty members are eligible to direct/chair theses/dissertation committees.

1. Name: Click or tap here to enter text.
2. Application Date: Click or tap here to enter text.
3. Email: Click or tap here to enter text.
4. Department: Click or tap here to enter text.
5. College: Click or tap here to enter text.
6. Year Hired at TSU: Click or tap here to enter text.
7. Employment Status (check one):  Tenured     Tenure-Track     Non-Tenure

### **B. Alternative Research-Based Pathway**

RESEARCH-BASED PATHWAY REQUIREMENTS — APPLICANT STATEMENT  
(Complete all that apply and attach required documentation.)

1. Qualifying research activity — the applicant must have either:
  - a. Served as Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on at least one externally funded research project that has been successfully completed, with documented evidence of

deliverables.

Project title(s): Click or tap here to enter text.

Funder(s): Click or tap here to enter text.

Role (PI/Co-PI): Click or tap here to enter text.

Project period: Click or tap here to enter text.

Award amount: \_\_\_\_\_

Deliverables attached:  Yes  No

Describe deliverables and outcomes (include publications, reports, datasets, patents, products):

Click or tap here to enter text.

OR

b. Successfully completed a formal postdoctoral research appointment or fellowship in the applicant's professional academic field at a recognized institution or research center.

Institution: Click or tap here to enter text.

Postdoc/fellowship title: Click or tap here to enter text.

Appointment period: Click or tap here to enter text.

Documentation attached:  Yes  No

Describe research focus, primary outcomes, and evidence of completion (publications, reports, deliverables):

Click or tap here to enter text.

2. Terminal degree

The applicant must hold the terminal degree in the teaching field, or provide quality evidence that the degree is considered terminal or sufficient by the discipline.

Terminal degree held: Click or tap here to enter text.

3. Degree conferral date: Click or tap here to enter text.

4. Institution: Click or tap here to enter text.

If degree is not a doctorate in the teaching field, provide explanation/evidence:

Click or tap here to enter text.

Documentation attached (diploma/transcript or discipline evidence):  Yes  No

3. Timeline for qualifying activity

Qualifying research activity completion date: Click or tap here to enter text.

- 4. *(Research activity should generally have been completed within the past five (5) years. In exceptional cases, up to seven (7) years may be considered with justification and evidence of continued productivity.)  
If activity completed more than 5 years ago, provide justification and evidence of continued research productivity:*

Click or tap here to enter text.

4. Ongoing scholarly engagement

Provide recent evidence of ongoing scholarly engagement (publications, grants, presentations, creative works, patents) within the past 5 years:

Click or tap here to enter text.

Documentation attached:  Yes  No

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

IV. Approvals

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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 and research, and because continuing professional activity is a distinct part of a faculty member's responsibilities to the University, both criteria I and II or III must be met within the last four years to retain active Graduate Faculty status.

### **REQUIREMENTS FOR RE-CERTIFICATION TO THE GRADUATE FACULTY**

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

- Have taught at least two (2) graduate-level courses (5000 –7000) within the last four years; or
- Have directed or served on two Master's theses or two Projects, or one Doctoral dissertation completed during the same period.

II. **Publication/Presentation/Research** — The applicant must meet one of the following:

- Published a scholarly book, journal article, or three (3) book reviews in a peer-reviewed academic journal; or
- Presented scholarly papers at two (2) international/national or three (3) regional/state conferences; or
- Demonstrated equivalent research or creative activity subject to external review; or
- Received external grant funding as PI or Co-PI during the last three years, with agency, amount, and active period specified.

### **III. Special Research-Based Consideration for Re-Certification**

Faculty who have served as PI or Co-PI on a completed, externally funded research project, or who have completed a postdoctoral appointment, may use that credential to satisfy the publication/presentation/research requirement. Supporting documentation must include evidence of completion and a summary of the faculty member's research contributions.

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

### *Standard Scholarly Teaching Pathway*

Please complete the application electronically and attach an abbreviated curriculum vitae (maximum three pages) that emphasizes your scholarly and professional productivity within the last four years. Please submit the completed application to the department chair and the college dean for signature. Once the application has all signatures from the college, it should be uploaded to the shared drive for Graduate Faculty Membership by the designated college representative.

### **FULL MEMBERSHIP- Re-certification**

Re-certification to full graduate faculty membership is for current graduate faculty renewing their full graduate status. Re-certified full graduate faculty members are eligible to direct/chair theses/dissertation committees. *Do not complete this form if you have were not granted initial certification as full graduate faculty member at TSU during the past five years.*

1. **Name:** Click or tap here to enter text.
2. **Application Date:** Click or tap to enter a date.
3. **E-Email:** Click or tap here to enter text.
4. **Department:** Click or tap here to enter text.
5. **College:** Click or tap here to enter text.
6. **Year Hired at TSU:** Click or tap here to enter text.
7. **Employment Status (check one):**  Tenured  Tenure-Track  Non-Tenure

## **A. STANDARD SCHOLARLY TEACHING PATHWAY**

### **I. Terminal Degree**

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 evidence that the degree is considered terminal or sufficient by the discipline.

A. **Degree (Terminal) Held:** Click or tap here to enter text.

B. **Year Degree Conferred:** Click or tap here to enter text.

C. **Institution Granting Degree:** Click or tap here to enter text.

## II. Scholarly Teaching (Evidence of graduate teaching experience)

A. List graduate level courses (5000-7000) and titles taught in the last three years (Do not complete this form if you have no prior graduate teaching experience or never served on thesis/dissertation committees seen through completion):

Click or tap here to enter text.

B. List thesis, dissertation, or project committees served on through to completion in the last three years (If none, and you have not taught graduate courses in the past three years, do not complete this form. For details refer to the policy on certification to graduate faculty membership)

Click or tap here to enter text.

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

2. List at least one refereed publication (book or article or book chapter, or three book reviews). Citations must include author/co-author(s), article/book title, journal name, volume/number, pages, and date of publication.

Click or tap here to enter text.

OR

3. List conference presentation/proceeding of one (1) international or national scholarly paper. Citations must include author(s), paper title, conference title, conference location, volume/page, and date.

Click or tap here to enter text.

OR

4. List conference presentation/proceedings of two (2) regional or state scholarly papers. Citations must include author(s), paper title, conference title, conference location, volume/page, and date.

Click or tap here to enter text.

OR

5. List external grants awarded in the past three years. Include funding agency, amount, active grant period, and Principal Investigator (PI) and Co-PIs.

Click or tap here to enter text.

OR

6. List other Research or Professional Activities. Include only research or professional activities equivalent in contribution and rigor as peer reviewed publications. 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.

Click or tap here to enter text.

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click or tap here to enter text.

**IV. Approvals**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Research Based Pathway**

Please complete the application electronically, print a hard copy, and attach an abbreviated curriculum vitae (maximum three pages) that emphasizes your scholarly and professional productivity within the last four years. Please submit the completed application to the department chair and the college dean for signature. Once the application has all signatures from the college, it should be uploaded to the shared drive for Graduate Faculty Membership by the designated representative.

**FULL MEMBERSHIP- Re-certification**

Re-certification to full graduate faculty membership is for current graduate faculty renewing their full graduate status. Re-certified full graduate faculty members are eligible to direct/chair theses/dissertation committees. *Do not complete this form if you have not been granted initial certification as full graduate faculty member at TSU during the past five years.*

1. **Name:** Click or tap here to enter text.
2. **Application Date:** Click or tap to enter a date.
3. **E-Email:** Click or tap here to enter text.
4. **Department:** Click or tap here to enter text.
5. **College:** Click or tap here to enter text.
6. **Year Hired at TSU:** Click or tap here to enter text.
7. **Employment Status (check one):**  Tenured  Tenure-Track  Non-Tenure

**B. RESEARCH-BASED PATHWAY****RESEARCH-BASED PATHWAY REQUIREMENTS — APPLICANT STATEMENT**

(Complete all that apply and attach required documentation.)

**1. Qualifying research activity — the applicant must have either:**

- a. Served as Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on at least one externally funded research project that has been successfully completed, with documented evidence of deliverables.

Project title(s): Click or tap here to enter text.

Funder(s): Click or tap here to enter text.

Role (PI/Co-PI): Click or tap here to enter text.

Project period: Click or tap here to enter text.

Award amount: Click or tap here to enter text.

Deliverables attached:  Yes  No

Describe deliverables and outcomes (include publications, reports, datasets, patents, products):

Click or tap here to enter text.

b. Successfully completed a formal postdoctoral research appointment or fellowship in the applicant's professional academic field at a recognized institution or research center.

Institution:

Click or tap here to enter text.

Postdoc/fellowship title: Click or tap here to enter text.

Appointment period: \_\_\_\_\_ Documentation attached:  Yes  No

Describe research focus, primary outcomes, and evidence of completion (publications, reports, deliverables):

Click or tap here to enter text.

## 2. Terminal degree

The applicant must hold the terminal degree in the teaching field, or provide quality evidence that the degree is considered terminal or sufficient by the discipline.

Terminal degree held:

Click or tap here to enter text.

**Degree conferral date:** Click or tap here to enter text.

**Institution:** Click or tap here to enter text.

If degree is not a doctorate in the teaching field, provide explanation/evidence:

Click or tap here to enter text.

**Documentation attached (diploma/transcript or discipline evidence):**  Yes  No

### 3. Timeline for qualifying activity

Qualifying research activity completion date: Click or tap to enter a date.

***(Research activity should generally have been completed within the past five (5) years. In exceptional cases, up to seven (7) years may be considered with justification and evidence of continued productivity.)  
If activity completed more than 5 years ago, provide justification and evidence of continued research productivity:***

Click or tap here to enter text.

### 4. Ongoing scholarly engagement

Provide recent evidence of ongoing scholarly engagement (publications, grants, presentations, creative works, patents) within the past 5 years:

Click or tap here to enter text.

Documentation attached:  Yes  No

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click or tap to enter a date.

### IV. Approvals

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

There are two types of Associate Memberships:

**Level 1**

Available to newly hired tenure-track or research faculty in departments with graduate programs, who hold the terminal degree but have fewer than three years of graduate teaching experience.

Initially appointed Associate members are expected to satisfy credentials warranting Full Membership at the end of three years. However, Associate Members may apply for one additional three-year certification as an Associate member if Full Membership criteria are not yet met.

**Level 2**

Available for faculty who previously held Full Membership, but who no longer meet re-certification criteria. Level 2 members must demonstrate continued excellence in graduate teaching and are appointed for a one-time, three-year non-renewable term.

**Early Advancement to Full Graduate Faculty Membership**

Associate Members (Level 1) who meet all criteria for Full Graduate Faculty Membership before the end of their three-year term may apply for early advancement.

Applications for early advancement must include:

1. Documentation demonstrating that all scholarly teaching and research/publication requirements for Full Membership have been met.
2. Recommendations from both the Department Chair and College Dean confirming that the faculty member's record meets or exceeds established Full Membership standards.
3. Approval by the Graduate Council and Graduate Dean.

Upon approval, early advancement confers Full Graduate Faculty privileges, including eligibility to chair theses and dissertations.

**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**

Please complete the application electronically, print a hard copy, and attach an abbreviated curriculum vitae (maximum three pages) that emphasizes your scholarly and professional productivity over the past 3–5 years. Please submit the completed application to the department chair and the college dean for signature. Once the application has all signatures from the college, it should be uploaded to the shared drive for Graduate Faculty Membership by the designated representative.

**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.

1. Name: Click or tap here to enter text.
2. Application Date: Click or tap here to enter text.
3. Email: Click or tap here to enter text.
4. Department: Click or tap here to enter text.
5. College: Click or tap here to enter text.
6. Year Hired at TSU: Click or tap here to enter text.
7. Employment Status:  Tenured  Tenure-Track  Non-Tenure

**Degree**

The applicant must hold the terminal degree in the relevant teaching field. If the degree is not a doctorate in that discipline, the applicant must provide documentation demonstrating that the degree is recognized by the field as terminal or otherwise acceptable.

- A. Degree (Terminal) Held: Click or tap here to enter text.
- B. Year Degree Conferred: Click or tap here to enter text.
- C. Institution Granting Degree Click or tap here to enter text.

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click or tap to enter a date.

**IV. Approvals**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicants for Associate Membership Level 1 are eligible for Full Graduate Faculty Certification at the end of three years.**

**LEVEL 2**

Please complete the application electronically, print a hard copy, and attach an abbreviated curriculum vitae (maximum three pages) that emphasizes your scholarly and professional productivity over the past 3–5 years.

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

1. Name: Click or tap here to enter text.
2. Application Date: Click or tap here to enter text.
3. Email: Click or tap here to enter text.
4. Department: Click or tap here to enter text.
5. College: Click or tap here to enter text.
6. Year Hired at TSU: Click or tap here to enter text.
7. Employment Status:  Tenured  Tenure-Track  Non-Tenure

**Degree:**

The applicant must hold the terminal degree in the relevant teaching field. If the degree is not a doctorate in that discipline, the applicant must provide documentation demonstrating that the degree is recognized by the field as terminal or otherwise acceptable.

- A. Degree (Terminal) Held: Click or tap here to enter text.
- B. Year Degree Conferred: Click or tap here to enter text.
- C. Institution Granting Degree Click or tap here to enter text.

**Teaching:**

The applicant must submit a letter from the department chair that outlines the applicant’s graduate teaching experience and provides a justification for continued graduate faculty membership. Please attach this letter to your materials.

1. List of Graduate Courses Taught. Click or tap here to enter text.
2. List theses, dissertations, or project committees served on through to completion in last four

years: Click or tap here to enter text.

3. List Graduate courses applicant will teach: Click or tap here to enter text.

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click or tap to enter a date.

**IV. Approvals**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ 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**

Please type and print the application and attach an **abbreviated resume** of at most **three** pages, focusing on your productivity during the last 3-5 years.

Adjunct Membership is for part-time, adjunct faculty and full-time temporary faculty only. Full-time TSU faculty is not eligible for adjunct faculty membership. *Adjunct Graduate faculty for Teaching must be approved each academic year. Adjunct Graduate faculty for Non-Teaching must be approved every three years.*

**Academic year:** Click or tap here to enter text.

- 1. **Name:** Click or tap here to enter text.
- 2. **Application Date:** Click or tap here to enter text.
- 3. **Email:** Click or tap here to enter text.
- 4. **Department:** Click or tap here to enter text.
- 5. **Current Employer:** Click or tap here to enter text.
- 6. **Work address:**Click or tap here to enter text.
- 7. **Work Phone:** Click or tap here to enter text.

The applicant must possess the terminal degree in the relevant teaching field. If the terminal degree is not a doctorate in that discipline, the applicant must provide evidence that the degree is recognized by the field as terminal or otherwise meets disciplinary standards.

**Degree Held:** Click or tap here to enter text.

**Date Conferred:** Click or tap here to enter text.

**Institution Granting Degree:** Click or tap here to enter text.

**To be completed by Department Chair:** Please list the course(s) to be taught by the adjunct faculty member:

Click or tap here to enter text.

**Justification for adjunct assignment to graduate teaching assignment:**

Click or tap here to enter text.

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click or tap to enter a date.

**IV. Approvals**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## **GRADUATE FACULTY CERTIFICATION**

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 Vice President for Academic Affairs. 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.

### **APPLICATION PROCEDURES FOR GRADUATE FACULTY MEMBERSHIP**

1. Faculty completes relevant application form, signs form, attaches supporting documents, forwards application file to Department Chair.
2. Department Chair signs application and forwards it to College Dean.
3. College Dean signs application and uploads it to the Graduate Faculty Membership Shared Drive.
4. The Graduate Dean forwards application to the Graduate Faculty Membership Committee.
5. Graduate Faculty Membership Committee reviews application and makes recommendations to the Graduate Council.
6. Graduate Council reviews application and makes recommendations to the Graduate Dean. If application is recommended for certification by the Council, the Graduate Dean signs application and forwards it to the Vice President for Academic Affairs.
7. The Vice President for Academic Affairs reviews and makes final Graduate Faculty appointment and membership certification decisions.

**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 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**

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

**COLLEGE OF AGRICULTURE**

Agricultural Sciences and Engineering (M.S., Ph.D. Certificate)  
Agricultural Business and Education (M.S.)  
Food and Animal Science (M.S.)  
Environmental Science (M.S.)

**COLLEGE OF BUSINESS**

Master of Business Administration (M.B.A., M.S.)

**COLLEGE OF EDUCATION**

Education Practice and Leadership (ED.D., M.Ed., Certificate)  
Psychology (Ph.D., M.S.)

**COLLEGE OF ENGINEERING**

Civil & Architectural Engineering (M.S., Ph.D.)  
Computer Science (M.S. Ph.D.)  
Electrical & Computer Engineering (M.S., Ph.D.)  
Mechanical & Manufacturing Engineering (M.S., Ph.D.)

**COLLEGE OF HEALTH SCIENCES**

Health Administration & Sciences (M.P.H., Ph.D.)  
Human Performance and Sport Sciences (M.S.)  
Nursing (M.S.N, Certificates)  
Occupational Therapy (M.O.T)  
Physical Therapy (D.P.T) Speech  
Pathology (M.S.)

**COLLEGE OF LIBERAL ARTS**

Criminal Justice (M.C.J)

**COLLEGE OF LIFE & PHYSICAL SCIENCES**

Biological Sciences (Ph.D., M.S.)

Chemistry (M.S.) -On Hold

**COLLEGE OF PUBLIC SERVICE AND URBAN AFFAIRS**

Public Administration (Ph.D., M.P.A, M.P.S, Certificates) Social Work (MSW)

- A. The Dean of Libraries shall be a member.
- B. The Dean of the Graduate School shall be a member.
- C. Two Ex-Officio members (with no vote)

**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 faculty credentials for both initial appointments to the Graduate Faculty and for continued membership.

**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 from 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.

# THE GRADUATE FACULTY HANDBOOK



**SCHOOL OF GRADUATE & PROFESSIONAL STUDIES  
3500 John A. Merritt Blvd.  
NASHVILLE, TN 37209**

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