

# THE GRADUATE FACULTY HANDBOOK



**SCHOOL OF GRADUATE & PROFESSIONAL STUDIES**

**TENNESSEE STATE UNIVERSITY  
NASHVILLE, TENNESSEE**

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## 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.

Today, Tennessee State University offers twenty-seven master's degrees, one education specialist degree, nine doctoral degrees, and fourteen graduate certificate programs at the graduate level.



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

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** *(2024-2025 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 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. Must satisfy criteria A and B below:

#### **A. Scholarly Teaching**

1. Should have been involved in graduate level teaching or serving on dissertation/thesis/project committees (must satisfy at least one of the following two criteria):
  - a. Have taught one graduate 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**

Applicant must satisfy at least one of the following four requirements:

**1. Publications:** 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, or
- c. Edited a book or contributed a chapter to a book, or
- d. Published three book reviews in a peer-reviewed academic journal.

**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 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.

**3. External Grant Funding:** Within the last three (3) years the applicant must:

Provide evidence of externally funded grant award(s). Funding agency, grant amount, and active grant funding period must be specified.

### **4. Research/Other Professional Activities**

Other research or professional activities must be equivalent in contribution, rigor, and peer reviewed 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. Evidence of acquired clinical expertise or advanced practice national certification is also acceptable.



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 of Academic Affairs.

**APPLICATION FOR FULL GRADUATE FACULTY MEMBERSHIP**

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

**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)**

Full membership is for newly hired full-time tenure track faculty or research 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 graduate faculty members are eligible to direct/chair theses/dissertation committees.

1. Name: \_\_\_\_\_ 2. Application Date: \_\_\_\_\_

2. E-Email: \_\_\_\_\_ 4. Department: \_\_\_\_\_

5. College: \_\_\_\_\_ 6. Year Hired at TSU: \_\_\_\_\_

7. Employment Status: Tenured:  Tenure-Track  Non-Tenure

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

A. Degree (Terminal) Held: \_\_\_\_\_ B. Year Degree Conferred: \_\_\_\_\_

C. Institution Granting Degree \_\_\_\_\_

**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*):

\_\_\_\_\_  
\_\_\_\_\_

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*)

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**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.***

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**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.***

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**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.***

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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.***

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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.***

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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 must be met within a four year period to retain active Graduate Faculty status.

### 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 (5000 - 7000) **or**
- B. Directed or served on **two** Master's theses or **two** Projects, or **one** doctoral dissertation from start 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 proof 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.

**OR**

**4. External Grant Funding**

Applicant awarded external grant(s) during the last three years. Specify funding agency, grant amount, and active funding period.



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

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

**FULL MEMBERSHIP- Re-certification**

**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.**

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.

1. Name: \_\_\_\_\_ 2. Application Date: \_\_\_\_\_

2. E-Email: \_\_\_\_\_ 4. Department: \_\_\_\_\_

5. College/School: \_\_\_\_\_ 6. Year Hired at TSU: \_\_\_\_\_

7. Employment Status: Tenured:  Tenure-Track  Non-Tenure

**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 (Terminal) Held: \_\_\_\_\_ B. Year Degree Conferred: \_\_\_\_\_

C. Institution Granting Degree \_\_\_\_\_

**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 not taught graduate courses in the past three years or served on dissertation, thesis or project committees. For details, refer to the policy on re-certification to full-graduate faculty membership*):

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B. List thesis, dissertation, or project committees served on through to completion in the last three years (*If none, do not re-apply for full graduate faculty membership, refer to certification criteria*)

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

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

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**OR**

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

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**OR**

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

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

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5. Other (see certification criteria)

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

**IV. Approvals**

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

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

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

## **POLICY ON CERTIFICATION OF ASSOCIATE GRADUATE FACULTY**

There are two types of Associate Memberships:

**Level 1** Associate membership is available for **newly hired** tenure track or research faculty in Departments having graduate programs, who hold the terminal degree with fewer than three years graduate teaching experience. Newly hired tenure track or research 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. Faculty who 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**

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

**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: \_\_\_\_\_ 2. Application Date: \_\_\_\_\_

2. Email: \_\_\_\_\_ 4. Department: \_\_\_\_\_

5. College: \_\_\_\_\_ 6. Year Hired at TSU: \_\_\_\_\_

7. Employment Status: Tenured  Tenure-Track  Non-Tenure

**Degree:**

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.

A. Degree (Terminal) Held: \_\_\_\_\_ B. Year Degree Conferred: \_\_\_\_\_

C. Institution Granting Degree \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

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

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

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

**APPLICATION FOR ASSOCIATE GRADUATE FACULTY MEMBERSHIP  
LEVEL 2**

Please type and print application and attached an **abbreviated resume** of at most **three** pages, focusing on your productivity during the **last 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: \_\_\_\_\_ 2. Application Date: \_\_\_\_\_

2. E-Mail: \_\_\_\_\_ 4. Department: \_\_\_\_\_

5. College: \_\_\_\_\_ 6. Year Hired at TSU: \_\_\_\_\_

7. Employment Status: Tenured  Tenure-Track  Non-Tenure

**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.

A. Degree (Terminal) Held: \_\_\_\_\_ B. Year Degree Conferred: \_\_\_\_\_

C. Institution Granting Degree \_\_\_\_\_

**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:

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

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3. List Graduate courses applicant will teach: \_\_\_\_\_

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Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

Signature of Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Signature College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 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**  
**Teaching**

Please type and print application and attached 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.

**Academic year:** \_\_\_\_\_

1. Name: \_\_\_\_\_ 2. Application Date: \_\_\_\_\_

2. E-Email: \_\_\_\_\_ 4. Department: \_\_\_\_\_

5. Current Employer: \_\_\_\_\_

6. Work address: \_\_\_\_\_ 7. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date:

\_\_\_\_\_

**APPROVALS:**

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

College Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Graduate School:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Adjunct Graduate faculty for Teaching must be approved each academic year.**

**APPLICATION FOR ADJUNCT EXTERNAL GRADUATE FACULTY MEMBERSHIP\***  
**(\*Non-Teaching, Thesis or Dissertation Committee Member Only)**

Please type or print application and attach an abbreviated resume of at most three pages, focusing on your productivity during the last 3-5 years. External Graduate Faculty Membership is reserved for any individual who is able to support the masters or doctoral candidate in the completion of their research by providing:

(a) specialized expertise related to the student's thesis or dissertation research and/or (b) the ability to provide access to sources of information for data analysis and interpretation. Individuals approved for this designation are not seeking employment with the university, may or may not a voting member of the thesis or dissertation committee and may or may not hold the terminal degree. External Graduate Faculty Membership must be approved every three (3) years.

Academic year: \_\_\_\_\_ Dept: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Current Full-time employment: \_\_\_\_\_

Work address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email \_\_\_\_\_

Degree Held: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

Institution Granting Degree: \_\_\_\_\_

**To be completed by Thesis/Dissertation Committee Chair:**

List the student(s) for whom the external member will serve. Voting Member  Non-Voting Member

\_\_\_\_\_  
 \_\_\_\_\_

Justification for external committee member assignment:

\_\_\_\_\_  
 \_\_\_\_\_

**Approvals:**

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

College Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of the Graduate School: \_\_\_\_\_

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**

STEP 1: Faculty completes relevant application form, signs form, attaches supporting documents, forwards application file to Department Chair.

STEP 2: Department Chair signs application and forwards it to College Dean.

STEP 3: College Dean signs application and forwards it to the Dean of the School of Graduate & Professional Studies.

STEP 4: The Dean of the School of Graduate & Professional Studies forwards application to the Graduate Faculty Membership Committee.

STEP 5: Graduate faculty Membership Committee reviews Application and makes recommendations to the Graduate Council.

STEP 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.

STEP 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**

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.

COLLEGE OF AGRICULTURE HUMAN AND NATURAL SCIENCES  
Agricultural Sciences (MS, PSM, Certificate)

COLLEGE OF BUSINESS  
Masters of Business Administration (MBA)

COLLEGE OF EDUCATION  
Educational Administration (ED.D., ED.S., M.Ed.)  
Psychology (Ph.D., MS)  
Teaching and Learning (ED.D., M.ED)

COLLEGE OF ENGINEERING  
Computer Science Computer (MS)  
Information Systems Engineering (Ph.D., MS)  
Master of Engineering (M.E.)

**COLLEGE OF HEALTH SCIENCES**

Health Administration & Sciences (MPH)

Human Performance and Sport Sciences (MAED)

Nursing (MSN, Certificates)

Occupational Therapy (MOT)

Physical Therapy (DPT)

Speech Pathology (MS)

**COLLEGE OF LIBERAL ARTS**

Criminal Justice (MCJ)

**COLLEGE OF LIFE & PHYSICAL SCIENCES**

Biological Sciences (Ph.D., MS)

Chemistry (MS)

**COLLEGE OF PUBLIC SERVICE AND URBAN AFFAIRS**

Public Administration (Ph.D., MPA, MPS, Certificates)

Social Work (MSW)

- B. The Dean of Libraries shall be a member.
- C. The Dean of the Graduate School shall be a member.
- D. 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 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 form 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  
330 10<sup>TH</sup> AVENUE NORTH  
NASHVILLE, TN 37209**

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