Southeastern Louisiana University  
Campus Correspondence  

DATE: September 6, 2005

TO: Ms. Laverne Simoneaux, President
    Faculty Senate

    Dr. Lucia Harrison, Chair
    Council of Department Heads

FROM: John L. Crain, Provost
    and Vice President for Academic Affairs

RE: Revision to the Faculty Handbook

Attached please find the proposed revision to the Faculty Handbook entry covering graduate faculty status. This revision represents the recommendation of an ad hoc committee chaired by Dr. Mike Kurtz. Also attached for your reference is a copy of the memorandum to the committee asking them to complete this charge.

Please share this proposed revision with your respective groups, as the Academic Affairs Council will address this material later this fall semester.

Dr. Kurtz and I will be glad to appear before the Senate and the Council to discuss the proposed revision and to answer any questions that might arise.
Southeastern Louisiana University

Campus Correspondence

DATE: March 11, 2005

TO: Dr. Mike Kurtz, Dean, Graduate School
    Dr. Diane Allen, Dean, College of Education and Human Development
    Dr. Dan McCarthy, Head, Department of Chemistry and Physics
    Dr. Hunter Alessi, Professor, Human Development
    Dr. Bill Robison, Head, History and Political Science
    Dr. Lillian Stiegler, Associate Professor, Communication Sciences and Disorders
    Dr. Nick Norton, Professor, Biological Sciences
    Dr. David Evenson, Head, Department of Music and Dramatic Arts
    Dr. Josie Walker, Director, Graduate Business Programs
    Dr. Ann Carruth, Professor, School of Nursing
    Dr. Bea Baldwin, Assistant Vice President for Academic Affairs
    Dr. Bob Kraemer, Professor, Kinesiology and Health Studies
    Dr. Randy Settoon, Head, Department of Management

FROM: John L. Crain, Provost
      and Vice President for Academic Affairs

RE: Graduate Faculty Status Policies

The University’s policies and procedures related to graduate faculty status have not been reviewed in almost twenty years. Since that time, graduate education at our University has evolved significantly. These changes include the development of several new graduate programs, dramatic increases in graduate student enrollment, and expansion of the number of graduate faculty. In fact, Southeastern now houses one of the State’s largest graduate schools. Additionally, in recent years there have been changes in SACS accreditation expectations where faculty credentials are concerned. Finally, the University is poised for approval to offer its first doctoral program, to be offered in consortium with the University of Louisiana at Lafayette. All of these developments provide timely impetuses for a review of the current policies and practices.

I am asking you to serve as a member of an ad hoc committee to carry out the review and make recommendations for potential changes. Of course, any recommendations resulting from this review will be shared with the campus community, including the Faculty Senate, Council of Department Heads and Graduate Council, prior to eventual consideration by the Academic Affairs Council.

Dr. Kurtz has agreed to serve as chair of this committee. Marilyn from my office will be contacting you about scheduling the first meeting at a time that I might provide the charge for the group and address any questions.

I appreciate your willingness to serve on this important committee.
The Graduate Faculty

Appointment to the Graduate Faculty recognizes significant scholarly accomplishments and confers on a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Appointments to the Graduate Faculty are made by the Graduate Council, subject to final approval of the Dean of the Graduate School, in accordance with the following policies:

1. The primary criterion for Graduate Faculty membership is a terminal degree, coupled with a consistent and ongoing record of significant scholarly activity, evidenced by peer-reviewed publications, such as books, journal articles and conference proceedings; and creative and artistic accomplishments. Because the nature of scholarship varies widely among disciplines, the Graduate Council will rely heavily in making its decisions on the specific guidelines established by the individual colleges.

2. For most faculty members, appointments to the Graduate Faculty last for six years. In certain circumstances, such as the initial appointment of newly hired tenure-track faculty members, the department may recommend a three-year term.

3. Applications for Graduate Faculty membership are reviewed by the department head and academic dean, and by the college’s Graduate Faculty Credentials Committee. The resulting recommendations are reviewed by the Graduate Council Credentials Committee, which makes its recommendations to the full Graduate Council.

4. Under most circumstances, graduate courses are taught by members of the graduate faculty. However, department heads will assign faculty to teach graduate courses based on SACS criteria.
Selection of Faculty to Teach Graduate Courses

Since the last University-wide review of graduate faculty status more than two decades ago, graduate education at Southeastern has evolved both quantitatively and qualitatively. The University has experienced a dramatic increase in the numbers of graduate faculty and graduate students, and it has witnessed the establishment of five new graduate degree programs, and anticipates the formal approval of its first doctoral program. In addition, SACS has made dramatic changes regarding credentialing of faculty assigned to teach graduate courses.

After reviewing the current practices of Southeastern and of other universities, the committee recommends the following:

1. Department heads shall assign the appropriate individuals to teach graduate courses.

2. Under ordinary circumstances, it is expected that faculty assigned to teach graduate courses shall be members of the graduate faculty.

3. When department heads are unable to assign members of the graduate faculty to teach graduate courses, they shall assign, if possible, individuals with terminal degrees in the teaching field.

4. If circumstances prevent department heads from assigning individuals with terminal degrees to teach graduate courses, they must secure SACS exceptions for these individuals from the Assistant Vice President for Academic Affairs.

5. If SACS exceptions are not granted, department heads must assign other individuals to teach the courses, or cancel the courses.

6. Any issues or problems arising from this policy shall be submitted to the Dean of the Graduate School and/or the Assistant Vice President for Academic Affairs for resolution.