

Membership Criteria for BSU Graduate Faculty

A. Procedures for nomination to membership:

1. Nominations for appointment as either Graduate Faculty (Full or Associate) or Emeriti Graduate Faculty (Full or Associate) shall originate within the department. The department, by a two-thirds vote of the department or program, must approve all nominations. Nominees must provide appropriate evidence concerning educational preparation, instructional experience, scholarly and professional contributions, and other pertinent background information. No single qualification beyond the minimum educational criterion (see membership criteria) is by and of itself justification for membership;
2. All departmentally-approved nominees require the approval of the College Dean, Dean of Graduate Studies, and the Vice-President for Academic Affairs;
3. The Dean of Graduate Studies will notify candidates as to the outcome of the nomination and approval process;
4. Faculty members who seek Graduate Faculty membership but who do not receive the approval of the department/program may request reconsideration through the appropriate College Dean.

B. Graduate Faculty Status

Full Graduate Faculty

1. Appointment criteria:
 - a. Membership shall require an appropriate terminal degree from regional accredited or approved college/university;
 - b. Recent professional achievements should include evidence of scholarship and/or creativity, prior post-secondary instructional experience, directing of student research, and other involvement supportive of graduate education.
 - c. Membership is limited to faculty who hold a tenured, tenure-track, or full-time fixed term position.
2. Length of Appointment:

Appointment to Full Graduate Faculty is for seven years. At the end of seven years the member must be nominated and reviewed again.
3. Duties and Responsibilities:

Duties and responsibilities of the **Full Graduate Faculty** include (as appropriate and available):

- a. Serve on students' final oral examinations as the graduate representative at large at least 2-times during the appointment period;
 - b. Provide 5000- and 6000- level course instruction;
 - c. Direct student graduate research;
 - d. Serve as a member of student research and examinations committees;
 - e. Serve as a graduate adviser.
4. Reappointment Criteria:
- a. All re-appointments will be reviewed individually by the department and its graduate faculty and re-approved by the College Dean and Dean of Graduate Studies every seven years. The Vice President for Academic Affairs shall review all recommendations. The Dean of Graduate Studies will notify the candidates regarding reappointment.
 - b. Re-appointment factors to be considered include scholarly and/or creative work, additional education, regular graduate level offerings, participation on student committees, involvement in departmental or campus graduate committees, directing student research, graduate course evaluations.
 - c. Reappointments contingent upon satisfying the duties and responsibilities of a full graduate faculty (as appropriate and available).
5. Other Appointments:
- Appointment criteria: The President of the University, the Vice President for Academic Affairs, and College Deans shall be granted the status of *ex-officio* members of the graduate faculty for the duration of their service in this capacity.

Associate Graduate Faculty Status

1. Appointment criteria:
 - a. A minimum of a master's degree in an appropriate area earned at a regionally accredited or approved college/university.
 - b. A minimum of 3 years post-secondary instruction.
 - c. Recent professional achievement, including evidence of thesis-related scholarship and/or creativity, prior post-secondary instruction, and other related professional experience that supports the course work to be offered.
2. Length of Appointment:

Appointment to Associate Graduate Faculty is for three years. At the end of three years the member must be nominated and reviewed again.
3. Duties and Responsibilities

Duties and responsibilities of the **Associate Graduate Faculty** include (as appropriate and available):

- a. Serve on a student's final oral examination as the graduate representative at-large at least 1-time during the appointment period;
 - b. Provide 5000-level course offerings; Associate Graduate Faculty members with appropriate terminal degrees, may provide 6000-level course offerings at the department's discretion.
 - c. Assist with student graduate research;
 - d. Serve as a member of student research and examination committees, but they cannot chair such a committee.
4. Reappointment criteria:
- a. All re-appointments will be reviewed by the Department, College Dean, and Dean of Graduate Studies every three years. The Vice President for Academic Affairs will review all recommendations. The Dean of Graduate Studies will notify the candidates regarding reappointment.
 - b. Factors to be considered include: additional education, instruction of regular 5000-level course offerings, participation on student research and/or examination committees, service as a graduate faculty representative, and other activities supportive of graduate education.
 - e. Reappointments contingent upon satisfying the duties and responsibilities of an associate graduate faculty (as appropriate and available).
5. Other Appointments:
For non-teaching library faculty appointment criterion 1b "A minimum of 3 years post-secondary instruction" may be waived to be granted the status of member of the Associate Graduate Faculty. These 'Library Graduate Faculty members' may not provide any graduate-level course offerings.

C. Retired Graduate Faculty Status

Newly retired faculty of Bemidji State University can continue to hold their status of Graduate Faculty (full or associate) for the remaining years of their appointment or for 3 years after retiring, whichever is shorter. Once their appointment as Graduate Faculty expires, the department/program can request an appointment to Retired Graduate Faculty status.

1. Appointment and Reappointment:
Appointment and Re-appointment to Retired Full and Retired Associate Graduate Faculty follows the same criteria as for regular Full and Associate Graduate Faculty, respectively.
2. Length of Appointment:
Appointment to Retired Graduate Faculty (Full and Associate) is for three years. At the end of three years the member must be nominated and reviewed again.

3. Duties and Responsibilities

Duties and responsibilities of the **Retired Graduate Faculty** include (as appropriate and available):

- a. Provide 5000- and 6000- (retired full only) level course instruction;
- b. Assist with student graduate research;
- c. Serve as a member of student research and examination committees.

Retired Graduate Faculty **cannot**

- a. Serve as a chair of student research and examination committees;
- b. Serve as a graduate advisor;
- c. Serve on students' final oral examinations as the at large graduate representative

D. Community Graduate Faculty Status

Qualified community members who are not employed as faculty members by the university may serve as associate graduate faculty only.