Minutes approval for November 14, 2016 (see below)

Graduate Faculty Eligibility Requirements for the College of Science & Health (see below)

Graduate Faculty Eligibility Requirements for the College of Technology & Computing (see below)

Graduate Faculty Eligibility Requirements for the Woodbury School of Business (see below)

Graduate Faculty Requirements for the College of Humanities and Social Sciences (see below)

Graduate Faculty (applications emailed separately)

Master of Accountancy
- Jeff Peterson Full Member
- Katherine Black Full Member
- Joshua Cieslewicz Full Member
- Kevin Smith Full Member
- Aaron Bartholomew Full Member
- Sheldon Smith Full Member
- Stan Jenne Associate Member
- Joel Helquist Full Member
- Xiaoli Ortega Full Member

Master of Computer Science
- Afsaneh Minaie Full Member
- Brian Durney Full Member
- Curtis Welborn Full Member
- Cheolhwan Oh Full Member
- Huda Al-Ghaib Full Member
- Jingpeng Tang Full Member
- Reza Kamali-Sarvestani Full Member
- Neil Harrison Full Member
- Reza Sanati-Mehrizy Full Member
- Todd Peterson Full Member

Master of Public Service
- David Connelly Full Member
- David McEntire Full Member
- Eric Russell Full Member
- John Fisher Full Member
Rodger Broome  Associate Member

Master of Science in Cybersecurity
  Basil Hamdan  Full Member
  Charles Morrey  Full Member
  Keith Mulbery  Full Member
  John Anderson  Full Member

Master of Social Work
  Lars Eggertson  Full Member
  Kristine Doty-Yells  Full Member
In attendance: Jim Bailey, Mary Sowder, Kris Doty, Jeff Maxfield, Susan Thackeray, Reed Criddle, Julie Barnum, Gaya Carlton

Staff in attendance: Shauna Reher, Chris Alldredge

Minutes
October 10, 2016 minutes were approved.

Curriculum changes for Master of Science in Nursing program
Two new courses were created as a result of national standards/recommendations.
NURS 6350 – new course
NURS 6450 – new course
NURS 6215 – prerequisites were removed.
NURS 6650 & NURS 6655 are course number changes to comply with Policy 524.
NURS 6795 – Numbering change and changing from 2-credit clinical/practicum to one credit.
NURS 6400 – deleted
Motion to approve the changes was unanimously approved.

Graduate Faculty Guidelines for School of the Arts
The terminal degree for fine arts is the MFA.
The motion to approve the guidelines for School of the Arts was unanimously approved.

Graduate Faculty Guidelines for the College of Humanities & Social Sciences
The guidelines are general in order to encompass all of the departments within the college.
The guidelines need to be more specific about what the minimum qualifications are.
State that faculty must have a PhD from what type of accredited institution (regional, national, a specialty accreditation, etc).
Indicate that a MSW is the terminal degree for social work. If a specific accreditation is needed for the MSW then indicate what that is.
The record of scholarship needs to be more specific. It should state that it should be within the last five years and what specific things will satisfy the requirement.
The requirements need to be indicated under each type of member.
The guidelines will be sent back to the College of Humanities & Social Sciences to make the recommended changes.

The majority of faculty need to be terminally qualified. It is important for UVU to be strict on this issue because of credibility issues. Northwest accreditation will be reviewing UVU in the fall. Each program needs to be in compliance with the policy.

Graduate Faculty for College of Aviation & Public Services
The graduate council approved the following graduate faculty in the College of Aviation & Public Services:
Jeff Maxfield – Full member

Additional items
Jim Bailey gave an update on marketing for the graduate programs. The pull-up banners are completed. The tablecloths should be done this week. The brochures should be sent to programs for approval before being printed. There is a billboard that rotates each program as well as a static one promoting all graduate programs. Ads in the Daily Herald will start this week. There will be articles in Utah Business Magazine, Utah Valley Health & Wellness Magazine, and Utah Valley Magazine. Facebook advertising and digital signage will be done as well.

Admissions software training starts this week.
Policy 655 College of Science & Health Addendum

As per Section 4.3 of Policy 655, the College of Science & Health requires the following appointment criteria for appointment of graduate faculty. These criteria are in addition to those described in Section 4.2 of Policy 655.

1. Graduate Faculty Full Member
   a. A record of recent effective teaching, as documented by:
      i. Student course evaluations. This should include documentation that explains any significant shortcomings indicated by those evaluations.
      ii. Peer teaching observations.
      iii. Supervisor teaching observations and evaluations
   b. A continuing record of scholarship, including:
      i. Authorship of a minimum of two papers published in discipline-appropriate, peer-reviewed journals in the past five years OR presentation of at least two papers at discipline-appropriate professional conferences in the past five years OR a combination of peer-reviewed papers and presentations deemed appropriate by the department chair and the Dean of the College of Science & Health.
   c. A continuing record of service, including service on department, college, and/or university committees and service with professional or community organizations related to her/his discipline.

2. Graduate Faculty Associate Member
   a. A record of recent effective teaching, as documented by:
      i. Student course evaluations. This should include documentation to explain any significant shortcomings indicated by those evaluations.
      ii. Peer teaching observations.
      iii. Supervisor teaching observations and evaluations
   b. A continuing record of scholarship, including:
      i. Authorship of a minimum of two papers published in discipline-appropriate, peer-reviewed journals in the past five years OR presentation of at least two papers at discipline-appropriate professional conferences in the past five years OR a combination of peer-reviewed papers and presentations deemed appropriate by the department chair and the Dean of the College of Science & Health.
ii. Documented mentorship of at least one student in discipline-appropriate research projects in at least two of the past five years.

3. Graduate Faculty Professional Member
   a. A continuing record of scholarship, including:
      i. Authorship of a minimum of two papers published in discipline-appropriate, peer-reviewed journals in the past five years OR presentation of at least four papers at discipline-appropriate professional conferences in the past five years OR a combination of peer-reviewed papers and presentations deemed appropriate by the department chair and the Dean of the College of Science & Health.
College of Technology & Computing

Graduate Faculty Guidelines

Dec. 1, 2016

The purpose of this document is to outline the different types of graduate faculty members in the College of Technology and Computing (CTC) along with their respective criteria and duties pertaining to the master’s degree programs in CTC. Graduate faculty are defined in one of the following three categories:

**Full Member:** a tenured or tenure-track faculty member or academic administrator with faculty status and has earned a terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which he or she is expected to teach. Graduate faculty full members may serve on the Graduate Council, teach graduate courses in the master’s degree programs, serve on or chair advisory committees of graduate students, and participate in other matters concerning graduate education within the college and the University.

**Associate Member:** a tenured or tenure-track faculty member or academic administrator with faculty status who has an earned terminal degree or actively working towards a terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which he or she is expected to teach. Graduate faculty associate members may teach graduate courses in the master’s degree programs and serve on advisory committees of graduate students.

**Professional Member:** a non-tenure track, full-time faculty member or adjunct instructor. Professional members shall have an earned master’s degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching. Graduate faculty professional members may teach graduate courses in master’s degree programs. Professional members shall teach no more than one-third of the 6000-level total credit hours for the graduate degree or graduate certificate. Graduate faculty professional members may serve on advisory committees of graduate students with the approval of the Department Chair and Dean. Professional members do not attend meetings and are not able to vote on decisions regarding the graduate program.

**Graduate Faculty Application Process**
Applicants for graduate faculty status shall complete a Graduate Faculty Application Form and submit it and a copy of vita to their Department Chair. If approved by the Department Chair, the application shall be reviewed by the Dean. Applications approved by the Dean shall then be sent to Graduate Council. The Graduate Council
shall review and approve or disapprove the application, and may also request additional information before making a decision. The Director of Graduate Studies shall notify the applicant, Department Chair, and Dean of the decision taken by Graduate Council.

Note: graduate faculty will be evaluated by the Graduate Council initially and every three years thereafter.

The applicants for the graduate faculty membership shall be reviewed based on the evidence of exemplary teaching, scholarship, and service. (For professional graduate faculty, scholarship and service might not apply.)

Evidence of teaching may include but not limited to the followings:

- Current understanding of the literature, and application of content in a professional setting.
- Student-centered focus both in the course of instruction and with reference to availability, mentoring and responsiveness.
- Use of accepted best practices in teaching including student-engaged learning.
- Development and use of appropriate assessments including those that hold students accountable for their learning process and demonstrates mastery.
- Effective teaching as validated by SRIs for the past several semesters.

Evidence of scholarship may include but not limited to the followings:

- Current contributions in scholarly work.
- A combination of two or more of the following every five years: presentations of scholarly work; peer-reviewed, scholarly publications; or other scholarly activities (as approved by the Department Chairs and/or Dean).
- Initiation and/or collaboration in empirical/theoretical research that enhances knowledge about the faculty member’s area(s) of expertise in teaching and learning.

Evidence of service may include but not limited to the followings:

- Service on department, college, and/or university committees and/or service with professional or community organizations.
- Participation on graduate student committees, either as a chair or committee member.
- Recent public service experience related to the courses s/he will be teaching.

Appointment, Reappointment and Dismissal
The Graduate Council normally approves graduate faculty for a three-year appointment. After the appointment term expires, graduate faculty must reapply for graduate faculty status. The Graduate Council and the Director of Graduate Studies shall review salaried, benefits-eligible faculty and adjunct instructors for graduate
faculty status every three years to ensure that individual college/school graduate faculty requirements are consistently and fairly applied within each college/school.

The Graduate Council may consider one-year graduate faculty appointments for faculty who are actively working towards a terminal degree in accordance with Policy 655 4.2.2.1. For appointment and reappointment as graduate faculty, these applicants shall provide the Graduate Council adequate documentation, initially and annually, that demonstrates progress towards completion of the terminal degrees.

In accordance with 5.5.3, the teaching requirement in Policy 655 4.2.1.1, 4.2.2.1, and 4.2.3.1 may be waived for those who have no prior teaching experience.

If, for any reason, circumstances call into question a faculty member’s ability to perform this role, the respective Department Chair will discuss this with the Dean. The Dean may then bring the issue to the attention of the graduate faculty in the college. The graduate faculty in the college will vote on the matter, and a majority will carry the recommendation forward to the UVU Graduate Council. Should there be a tie, the Department Chair and Dean will determine decisions regarding dismissal and reappointment.
II. Guidelines for Graduate Faculty Qualifications

I. Rationale

The AACSB standards provide a general framework for the Woodbury School of Business (WSB) operational definitions of scholarly academics (SA), scholarly practitioners (SP), practice academics (PA), and instructional practitioners (IP) faculty. The standards clearly articulate that faculty need to demonstrate currency in their discipline and field of teaching. These four categories align closely with UVU's Policy 655 4.2.1 graduate faculty full member, 4.2.2 graduate faculty associate member, and 4.2.3 graduate faculty professional member.

In accordance with UVU policy 655 4.2.1, all faculty teaching in WSB graduate programs must maintain the qualifications of at least one of these 4 categories: Graduate Faculty Full Member (scholarly academics), Faculty Associate Member (practice academics, and Graduate Faculty Professional Member (scholarly practitioners, or instructional practitioners).

II. Definition of Graduate Faculty Full Member

A faculty member in the WSB is considered GFFM when he/she
1. has earned a doctoral degree\(^1\) in or related to the field in which he or she is teaching; and
2. has completed at least two quality publications\(^2\) over the past five years; and
3. has participated in at least three validating experiences\(^3\) during the past five years.
4. has produced a record of effective teaching within their discipline.
5. is actively engaged in service at the department, school, and university level

Exception:

\(^1\) A doctorate degree for this purpose includes a Ph.D., Ed.D., D.B.A., and J.D.
\(^2\) Two publications in five years is not sufficient to be recommended for tenure and promotion. Establishment and maintenance of SA is for accreditation purposes only.
\(^3\) See Table 2
1. Faculty members will be considered GFFM for five years following the completion of a doctorate degree, regardless of their meeting items 2 and 3 above.

III. Definition of Graduate Faculty Associate Member (PA)

A faculty member in the WSB is considered GFAM under the following conditions. He/she

1. has earned a doctoral degree\(^4\) in or related to the field in which he or she is teaching; and
2. participates in professional engagement activities as suggested in table 3.
3. has produced a record of effective teaching within their discipline
4. Faculty members who are ABD will be considered GFAM for three years following their successful completion of comprehensive examinations.

IV. Definition of Graduate Faculty Professional Member (SP & IP)

A faculty member in the WSB is considered a GFPM under the following conditions. He/she

1. possesses “at least a Masters degree (or equivalent qualification) in a discipline or field related to the area of teaching responsibilities;” and
2. possesses “professional experience at the time of hiring that is significant in duration and level of responsibility and consistent with the area of teaching responsibilities;” and
3. has participated in at least four professional engagement activities (Table 3)\(^5\) during the past four years, to reflect 4-year employment contracts.
4. has produced a record of effective teaching within their discipline

V. Intellectual Capital

\(^4\) A doctorate degree for this purpose includes a Ph.D., Ed.D., D.B.A., and J.D.
\(^5\) Many ideas regarding validating experience requirements and language were adapted from the 2005 “Operational Definitions” document from Georgia Southern University (see p. 6). This document was provided as a good example by AACSB.
It is the responsibility of all graduate faculty members to maintain their intellectual capital to support the mission. Graduate faculty must also obtain and maintain academic or professional qualifications as a function of both original academic preparation and subsequent activities that maintain or establish preparation for current teaching responsibilities; and regardless of their specialty, work experience, or graduate preparation, graduate faculty members need to maintain their competence through efforts to learn about their specialty and how it is applied in practice.

Faculty teaching in graduate programs in the WSB, must meet, and strive to exceed, the qualifications presented in this document to support 1) the UVU Woodbury School of Business vision of being a leader in student development, entrepreneurship, global involvement, and innovative teaching; and 2) its current mission, stated as follows:

The Woodbury School of Business provides an education that is built on

Quality instruction and student involvement
Faculty and student scholarship
Community outreach and engaged learning
Integration and application of knowledge
Social, ethical, cultural, and global literacy

VI. Explanation of Quality Publications and Academic Validating Activities

Quality Publication: A quality publication is a journal article that 1) was subjected to a documented formal review process; 2) included a peer or editorial review; and 3) is readily available for public scrutiny in a library or through an online retrieval service.\(^6\)

Considerations:
1. The publication outlet must be one that is traditionally subscribed to by a college library or one that is available online. For example, a "working paper series" published by a department is not an acceptable outlet.
2. If a faculty member publishes in a journal that is not listed in Cabell’s Directory of Publishing Opportunities, the author will need to provide documentation of the journal’s manuscript review process.
3. If a faculty member is listed as a co-author on an article (no matter the author order), it is assumed he/she has contributed

\(^6\) Ideas and phrases from this section have been modeled after the GSU operational definition document (p. 3).
significantly enough to count toward receiving an academically qualified status.

Validating Experiences: Validating Experiences for WSB faculty is an activity or accomplishment that is considered to add value to the discipline for other scholars, researchers, practitioners, and/or students. These experiences are the continuous professional development activities necessary to stay current. Faculty members should discuss any plans with their department chair to ensure each activity be considered as such an experience toward qualifications. For GFFM faculty these experiences could include (but are not limited to) the list provided in Table 2.

In general, faculty should document multiple activities over the proceeding five year period and should complete and report a number of relevant activities each year. All faculty members should have a portfolio of activities that continue to develop the competence, professionalism, knowledge, and skills expected for assigned areas of teaching.

Table 1: Summary of Descriptions of GFFM Faculty (AACSB)

<table>
<thead>
<tr>
<th></th>
<th>Doctoral degree in a business field and in area of primary teaching responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Degree directly related to teaching field</td>
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<tr>
<td></td>
<td>Development activities directly relate to teaching field and demonstrate active involvement in area of teaching to include intellectual contributions, participation in professional or academic meetings, consulting, other professional development activities</td>
</tr>
<tr>
<td>2</td>
<td>Doctoral degree in a business field but not in area of primary teaching responsibilities:</td>
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<td></td>
<td>Degree indirectly relates to teaching field</td>
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<tr>
<td></td>
<td>Development activities directly relate to teaching field and demonstrate active involvement in area of teaching to include intellectual contributions, participation in professional or academic meetings, consulting, other professional development activities</td>
</tr>
<tr>
<td>3</td>
<td>Doctoral degree outside of business but area of academic preparation incorporates teaching responsibilities:</td>
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<tr>
<td></td>
<td>Degree outside of business field but relates to teaching field</td>
</tr>
<tr>
<td></td>
<td>Development activities directly relate to teaching field and demonstrate active involvement in area of teaching to include intellectual contributions, participation in professional or academic meetings, consulting, other professional development activities</td>
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<tr>
<td>4</td>
<td>Doctoral degree outside of business and primary teaching responsibilities do not incorporate area of academic preparation:</td>
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<td></td>
<td>Must have additional coursework in teaching field</td>
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<tr>
<td></td>
<td>Development activities <strong>must</strong> directly relate to teaching field and demonstrate active involvement in area of teaching to include intellectual contributions, participation in professional or academic meetings, consulting, other professional development activities</td>
</tr>
</tbody>
</table>

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7 Adapted from Table 1: Summary of Descriptions of Academically Qualified Faculty per AACSB International Standard 10 in AACSB International (2006), Deploying academically qualified faculty: An interpretation of AACSB standards (pp. 5-8).
participation in professional or academic meetings, consulting, other professional development activities

- Burden of proof is on the school to make its case

5 Specialized graduate degree in taxation (applies to taxation programs only):

- In taxation or combination of graduate degree in law and accounting focused on taxation
- Development activities directly relate to teaching field and demonstrate active involvement in area of teaching to include intellectual contributions, participation in professional or academic meetings, consulting, other professional development activities
- Are a specialized resource to support taxation programs

Masters of tax is considered a terminal degree within the accounting discipline

<table>
<thead>
<tr>
<th>Table 2: Examples of Academic Validating Experiences</th>
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<tbody>
<tr>
<td>• Active participation in approved professional associations and meetings</td>
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<tr>
<td>• Articles in peer-reviewed journals</td>
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<tr>
<td>• Articles in professional or trade journals or magazines</td>
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<tr>
<td>• Articles published in proceedings of scholarly meetings</td>
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<tr>
<td>• Chapters in books (scholarly, professional, text, or trade)</td>
</tr>
<tr>
<td>• Conducting faculty research seminars for peers</td>
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<tr>
<td>• Create or significantly modify instructional software</td>
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<tr>
<td>• Creation and delivery of executive education courses</td>
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<tr>
<td>• Development of discipline-based practice tools</td>
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<tr>
<td>• Full-time faculty internships</td>
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<td>• Invited articles for academic journals or practitioner periodicals</td>
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<td>• Leadership in a approved professional organization</td>
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<td>• Major editorial responsibilities (such as editor-in-chief or executive editor) of a journal or practitioner periodical</td>
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<tr>
<td>• Major editorial responsibilities for a scholarly conference proceeding</td>
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<td>• New professional certification that applies to teaching and/or research discipline</td>
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<tr>
<td>• Outreach or consulting activity related to primary teaching area</td>
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<td>• Papers presented at research seminars</td>
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<tr>
<td>• Papers presented at scholarly meetings</td>
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<tr>
<td>• Participation in continuous professional education programs</td>
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<tr>
<td>• Proposing and receiving a major grant</td>
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<tr>
<td>• Publically available materials describing the design and implementation of new curricula or courses</td>
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<td>• Publicly available technical reports for organizational projects and consulting</td>
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<tr>
<td>• Published cases with instructional materials</td>
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<tr>
<td>• Research monographs or teaching manuals</td>
</tr>
<tr>
<td>• Reviews of scholarly, professional, trade, or popular books</td>
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<tr>
<td>• Scholarly, professional, trade, or text books</td>
</tr>
<tr>
<td>• Significant contributions to trade journals/magazines authored by others</td>
</tr>
<tr>
<td>• Significant presentations at trade meetings</td>
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<tr>
<td>• Technical reports related to funded research projects</td>
</tr>
<tr>
<td>• Attending approved professional organization conference</td>
</tr>
<tr>
<td>• Creating and/or delivering executive education seminars that are fully subscribed</td>
</tr>
</tbody>
</table>
*This list is not intended to be an exhaustive list of contributions and experiences. Other self-developed activities may also be appropriate.

**Table 3: Examples Professional Engagement Activities**

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Maintaining an active consulting practice with evidence of multiple major clients</td>
</tr>
<tr>
<td>Maintaining an active legal practice</td>
</tr>
<tr>
<td>Maintaining an active accounting service</td>
</tr>
<tr>
<td>Operating or owning a profitable business (for part-time instructors)</td>
</tr>
<tr>
<td>Others if deemed appropriate by the faculty member and his or her department chair</td>
</tr>
<tr>
<td>Publishing and maintaining a newsletter or series of reports that attracts a solid subscription base.</td>
</tr>
<tr>
<td>Serving as a member of a board of directors for a for-profit business</td>
</tr>
</tbody>
</table>

*This list is not intended to be an exhaustive list of contributions and experiences. Other self-developed activities may also be appropriate.*
Graduate Faculty Requirements: College of Humanities and Social Sciences

I. Full Member

A. Standing as a salaried, benefits-eligible faculty member or academic administrator with faculty status

B. A Ph.D. or terminal degree in a related discipline from a regionally accredited university. In cases where there is a governing accrediting organization, such degree must have been earned at an accredited institution.
   a. In the case of social work, a full member must hold the MSW degree, which is considered a terminal degree.
   b. The MSW must have been earned from a program accredited by the Council of Social Work Education.

C. Record of effective teaching as evidenced by SRIs, supervisor evaluations, and peer review

D. Recommendation from Dean and Department Chair based on
   - Current understanding and application of content
   - Student-centered teaching
   - Use of other best practices in teaching
   - Demonstration of professional and ethical responsibility

E. Record of scholarship

   At least three empirical or theoretical research articles published within the last five years or two research articles and two national or regional conference presentations.

   Record of participation on graduate student committees

F. Continuing record of service at department, college, university, or professional/community organizations

II. Associate Member

A. Standing as a salaried, benefits-eligible faculty member or academic administrator with faculty status

B. A Ph.D. or terminal degree in a related discipline from a regionally accredited university. In cases where there is a governing accrediting organization, such degree must have been earned at an accredited institution.
organization, such degree must have been earned at an accredited institution.

a. In the case of social work, an associate member must hold the MSW degree, which is considered a terminal degree.
b. The MSW must have been earned from a program accredited by the Council of Social Work Education.

C. Record of effective teaching as evidenced by SRIs, supervisor evaluations, and peer review

D. Recommendation from Dean and Department Chair based on
   - Current understanding and application of content
   - Student-centered teaching
   - Use of other best practices in teaching
   - Demonstration of professional and ethical responsibility

E. One empirical or theoretical research article published in a peer-reviewed journal within the last five years OR two national or regional conference presentations.
   a. In the case of social work clinical faculty, a local presentation may be counted as a conference presentation when continuing education units are awarded.

III. Professional Member

Tenured or tenure-track faculty members are not eligible to serve as graduate faculty professional members. A non-tenured or non-tenure track faculty shall have

A. A terminal degree in a related discipline from a regionally accredited university. In cases where there is a governing accrediting organization, such degree must have been earned at an accredited institution.

   a. In the case of social work, a professional member must hold the MSW degree, which is considered a terminal degree.
   b. The MSW must have been earned from a program accredited by the Council of Social Work Education.

B. A master’s degree (In cases where there is a governing accrediting organization, such degree must have been earned at an accredited institution)

C. Record of recent and extensive professional experience relevant to the area of teaching
G. Record of effective teaching as evidenced by SRIs, supervisor evaluations, and peer review OR leadership or facilitation in the field related to the program

D. Recommendation from the Dean and Department Chair