

College of Aviation and Public Services

Graduate Faculty Guidelines

The purpose of this document is to outline the different types of graduate faculty members in the College of Aviation and Public Services (CAPS) along with their respective admissions criteria and duties pertaining to the Master's degree in Public Service (MPS). Graduate faculty are defined in one of the following three categories:

Full Member: a salaried, benefits-eligible faculty member or academic administrator with faculty status who is tenured with an academic department at UVU. Graduate faculty full members may serve on the Graduate Council, teach graduate courses in the Masters of Public Service Program, serve on or chair advisory committees of graduate students, and participate in other matters concerning graduate education within the college and the University. Full members are allowed to attend meetings and vote on decision regarding the graduate program.

Associate Member: a salaried, benefits-eligible faculty member or academic administrator who is tenured with an academic department at UVU, or adjunct instructor. Graduate faculty associate members may teach graduate courses in the Masters of Public Service Program and serve on advisory committees of graduate students. Associate members may attend meetings, but do not vote on decisions regarding the graduate program.

Professional Member: a non-tenured or non-tenure track, full-time faculty member or adjunct instructor. Graduate faculty professional members may teach graduate courses in Masters of Public Service Program. Graduate faculty 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, Dean, and Director of Graduate Studies. 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 and sign a Graduate Faculty Application Form and submit it to their Department Chair before sending to the MPS Director. This should occur no later than September 1st. If approved by the Department Chair, the application shall be reviewed by the MPS Director and approved or disapproved. The Dean shall review and approve or disapprove the application. 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.

Full Members

To qualify to become a graduate faculty full member, a salaried, benefits-eligible faculty member or academic administrator who is tenured with an academic department shall submit an application and vita to the Graduate Faculty Council. The faculty member must model professional and ethical responsibility, and hold an earned terminal degree (PhD, EdD, or JD) from a regionally accredited institution or equivalent in a discipline appropriate to the MPS program. In addition, a recommendation will be made on the basis of evidence that the faculty member's teaching, scholarship and service is exemplary and includes several of the following elements:

- A record of recent effective teaching, as determined by the Department Chair and Dean, based on a demonstration of:
 - 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
- A continuing record of notable scholarship, as determined by the Department Chair and Dean, based on a demonstration of:
 - current contributions in scholarly work, and 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 CAPS 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
- A continuing record of dedicated service, as determined by the Department Chair and Dean, based on a demonstration of:
 - a record of service on department, college, and/or university committees and/or service with professional or community organizations
 - a record of participation on graduate student committees, either as a chair or committee member
 - a record of recent public service experience related to the courses s/he will be teaching

Associate Members

To qualify to become a graduate faculty associate member, an adjunct or a salaried, benefits-eligible faculty member or academic administrator who is tenured with an academic department, shall submit an application and vita to the Graduate Faculty Council. He or she must model professional and ethical responsibility, and hold an earned terminal degree or must be actively working towards a terminal degree from a regionally accredited university or equivalent institution in a discipline appropriate to the program in which the associate members is expected to teach. In addition, a recommendation will be made on the basis of evidence that the teaching, scholarship and service is exemplary and includes several of the following elements:

- A record of recent effective teaching, as determined by the Department Chair and Dean, based on a demonstration of:
 - current understanding of the literature, and application of content in a professional setting
 - student-centered 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
- A continuing record of notable scholarship, as determined by the Department Chair and Dean, based on a demonstration of:
 - current contributions in scholarly work, including presentations of scholarly work; peer-reviewed, scholarly publications; or other scholarly activities (as approved by the CAPS 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
- A continuing record of dedicated service, as determined by the Department Chair and Dean, based on a demonstration of:
 - recent public service experience related to the courses s/he will be teaching
 - continuing professional education, or other criteria, as determined by the Dean and Department Chair, that demonstrates that the individual is current in the area in which he or she will be teaching

Professional Members

To qualify to become a graduate faculty professional member, a non-tenured or non-tenure-track, full-time faculty member or adjunct instructor shall submit an application and vita to the Graduate Faculty Council. He or she must model professional and ethical responsibility, and hold an earned master's degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching. In addition, a recommendation will be made on the

basis of the Department Chair and/or peer evaluations that present evidence that the teaching and service is exemplary and includes several of the following elements:

- A record of recent effective teaching, as determined by the Department Chair and Dean, based on a demonstration of:
 - current understanding of the literature, and application of content in a professional setting
 - student-centered 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 demonstrating mastery
 - effective teaching as validated by SRIs for the past several semesters
- A continuing record of dedicated service, as determined by the Department Chair and Dean, based on a demonstration of:
 - professional experience that is current, substantial (in terms of duration and level of responsibility), and clearly linked to the field in which the faculty member is expected to teach
 - continuing professional education, or other criteria, as determined by the Dean and Department Chair, that demonstrates that the individual is current in the area in which he or she 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. 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 Chair and College Graduate Program Director will discuss this with the Dean. The MPS Director and 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 Chair, MPS Director and Dean will determine decisions regarding dismissal and reappointment.

Form H

Graduate Faculty Application Form

Faculty Name: _____

Department: _____ College/School: _____

Degree Name including emphasis: _____

University Awarding Degree: _____

Is the degree stated above a terminal degree? Yes _____, No _____

Applying For:

____ Graduate Faculty Full Member

____ Graduate Faculty Associate Member

____ Graduate Faculty Professional Member

The Faculty member listed above meets the qualifications for the type of Graduate Faculty indicated in according with UVU Graduate Faculty policies.

_____ Faculty Applicant Name	_____ Faculty Applicant Signature	_____ Date
_____ Department Chair Name	_____ Department Chair Signature	_____ Date
_____ MPS Director Name	_____ MPS Director Signature	_____ Date
_____ Dean Name	_____ Dean Signature	_____ Date

**Graduate Council provides final approval for Graduate Faculty status.
Attach Current Curriculum Vitae**