

## **Qualifications for Non-tenure Track Faculty Engaged in Graduate Education**

In accordance with the university's mission, vision and core values, the faculty and administration are committed to high academic standards. Furthermore, the GVSU community affirms: 1) that achieving and maintaining academic rigor and quality is as important to post-baccalaureate programs as it is to baccalaureate programs, and 2) that policies and procedures that ensure appropriate rigor and quality are essential. Central to the quality of any educational program are qualified faculty committed to the educational ideals of the institution and higher education in general. Two factors conspire to achieve a quality educational program. First, it is incumbent on the University, Colleges, and departments to hire qualified faculty and second, faculty should pursue common goals and standards regarding post-baccalaureate education. Thus, the policies outlining Non-tenure Track Faculty Engaged in Graduate Education who are the instructor of record have been instituted to ensure the quality of graduate education at Grand Valley State University. The term Non-tenure Track Faculty (including Affiliate Faculty, Visiting Faculty, and Adjunct Faculty) is defined in Chapter 4 Section 3 of the Administrative Manual.

- A. Rationale and Philosophy:** There are widely recognized differences between baccalaureate and post-baccalaureate education deeply embedded within academic culture. These differences include the basic tenet that graduate/professional students are expected to work at a higher intellectual, more demanding and rigorous educational level. To ensure that post-baccalaureate programs maintain these fundamental distinctions requires that the faculty acknowledge such distinctions conceptually and through action, and that the University hires faculty qualified to participate in post-baccalaureate education.

Grand Valley State University non-tenure track faculty engaged in graduate education must be current with the knowledge of their disciplines, and are expected to be active in advancing their field through ongoing scholarly activity and appropriate service. In general, non-tenure track faculty should be able to demonstrate excellent classroom instruction and active and sustained scholarly and professional service.

**B. Expectations for Non-tenure Track Faculty:**

1. Responsibilities. Non-tenure track faculty meeting the criteria set forth below may teach graduate level courses within a precise area related to their expertise as defined by and related to the topic and field of their appropriate degree. Minimal coursework related to a particular topic or subject does not constitute expertise. In addition, non-tenure track faculty may also serve on graduate student committees, supervise graduate students in clinical settings, and may supervise a clinical case report but may not supervise a graduate student project, thesis, or dissertation.
2. Minimum Criteria for Non-tenure Track Faculty.
  - a. Education
    - i. an earned doctorate or other terminal degree, OR,

- ii. a master's degree with at least three years of qualifying experience post-master's degree conferral and prior approval of the appropriate unit head OR,
  - iii. in limited cases, holding a bachelor's degree in the discipline or content area being taught with appropriate tested experience as defined by the graduate program, and distinguished professional accomplishments.
- b. Non-tenure track faculty members must present evidence of scholarly activity, creative activity, or equivalent professional accomplishments within the last three years. Although ongoing graduate level course work and other professional development may be relevant, alone, they do not qualify an individual to be a non-tenure track faculty member engaged in graduate education. Scholarly activity may include but is not limited to giving presentations at professional conferences and publications in professional journals. Other professional accomplishments beyond professional development may also be considered. In some cases, a professional with unique skills and qualifications engaged in the ongoing application of current knowledge (e.g. attorneys practicing business law and clinicians) may be qualified to teach graduate courses within the area of their expertise.

**Approval for Standing of Non-tenure Track Faculty Engaged in Graduate Education:**

1. Procedure for Non-tenure Track Faculty. Applicants must provide evidence that they meet the expectations for non-tenure track faculty assigned to teach graduate/professional courses or supervising graduate students in clinical settings. Qualifications will be determined upon the strength of the evidence presented in the application. The application shall be reviewed by the academic unit head who will make a recommendation to the College Dean and Graduate Dean for review and approval.
  - a. Materials Required (Available on The Graduate School website at [www.gvsu.edu/gs/gradfaculty](http://www.gvsu.edu/gs/gradfaculty)):
    - i. a completed application form; those who are employed directly by GVSU may use their G number to log in to the online application system available at: [www.gvsu.edu/gs/applications/login.htm](http://www.gvsu.edu/gs/applications/login.htm)
    - ii. a short narrative indicating the reason a faculty member is requesting standing to participate in graduate education;
    - iii. a short narrative that summarizes one's record of scholarship or performance, instruction, and professional service;
    - iv. a current curriculum vitae;
    - v. any additional information that provides evidence of scholarship or performance, teaching and professional service.