

Proposed Modification to Procedures for Graduate Faculty Associate Membership

Background

On occasion, graduate students may request non-ISU employees to serve as members of their POSC. Because of the important role that a POSC plays in graduate education, there was need to establish a formal process by which non-ISU employees would be granted these privileges that included some form of faculty review. Currently, a non-ISU employee wishing to serve on a POSC must first be appointed Associate Membership in the Graduate Faculty. The policies and procedures for accomplishing this are outlined in **Appendix G** of the Graduate Faculty Handbook, as well as associated step-by-step instructions found on the Grad College nomination pages: <https://secure.grad-college.iastate.edu/grad-nomination/associate-member/>.

In essence, the procedure is as follows:

1. The non-ISU employee must be appointed as an Affiliate Faculty by a department.
 - This step requires a vote by the Department faculty, followed by HR appointment and various steps implemented by IT (including generating an ISU NetID, which requires SSN and other documentation from the candidate).
2. A nomination letter from the DOGE and candidate's CV
3. Graduate Program faculty vote on the nomination
4. GFMC vote and approval

For comparison, ISU tenure track faculty are immediately granted full Graduate Faculty stats, while ISU non-tenure track faculty may apply for Associate Graduate Faculty Status by following steps 2-4 above.

Issues and Challenges with Current Procedures

There are several aspects of the current procedure that should be revisited. First, the procedure is overly burdensome and intrusive, as it requires a non-ISU employee to apply for Affiliate status at ISU when the sole purpose is simply to serve on a POSC in an outside (but voting) capacity. This procedure is quite unusual: for instance, the author (DCA) has served as an outside POSC member for a dozen graduate students and has never had to become an affiliate member of those institutions to serve on a POSC.

Additionally, with the roll out of Workday, the procedure has many additional internal approval steps, slowing the process to a near-halt (recent applications have taken 9-12 months to accomplish, with one still pending from Fall 2019).

Finally, concerning non-ISU employees, the Graduate College policy is not in compliance with current ISU policies regarding Affiliation Appointments.

- **Grad College Policy:** "People not employed by Iowa State University need to be appointed by a department as an Affiliate."
 - <https://secure.grad-college.iastate.edu/grad-nomination/associate-member/>
- **ISU Affiliation Agreement Policy:** sect. 1. "c. Evidence of service on a program of study committee for graduate students (this shall not be the sole reason for faculty membership nor is it sufficient for appointment renewal)."
 - <https://www.provost.iastate.edu/sites/default/files/uploads/administrator%20resources/recruitment%26retention/Affiliation%20Agreement%20template.docx>

Thus, at present there is an impasse: GC policy requires non-ISU employees to become Affiliate Faculty to serve on a POSC, but serving on a POSC is not sufficient reason to become an Affiliate Faculty member.

Proposed Modifications to Procedure

In light of the issues outlined above, the following modifications are proposed. Specific language for the GC Handbook and associated policies follow. In particular, the proposal eliminates the requirement to become an ISU Affiliate Faculty member for non-ISU employees, and establishes a bifurcating approval process, based on the type of affiliation, and documented past experience related to graduate education, of the nominee.

1. For non-ISU individuals currently employed at other institutions with a documented record of past achievement in graduate education (serving on POSC committees, serving as major professor, teaching graduate courses, etc.): nomination to Associate Graduate Faculty status requires:
 - A nomination letter from the DOGE documenting the candidate's past achievement in graduate education related to that discipline, how the candidate is expected to contribute to the program, and in what capacity, along with the candidate's CV
 - GFMC approval
2. For non-tenure track faculty at ISU, and non-ISU employees lacking a documented record of past achievement in graduate education (as determined by the DOGE of the program): nomination to Associate Graduate Faculty status requires:
 - A nomination letter from the DOGE explaining how the candidate is expected to contribute to the program and in what capacity, along with the candidate's CV
 - Graduate Program faculty vote on the nomination
 - GFMC approval

Proposed Alterations to Graduate Faculty Handbook (Additions in bold, deletions in strike-through)

G.2. Graduate Faculty Associate Membership

Eligibility Any full member of the graduate faculty may nominate a non-tenure track faculty member for graduate faculty associate membership. Associate members of the graduate faculty must have demonstrated competence for pursuing creative work by completing a research doctorate or the highest degree appropriate to the discipline from an accredited or internationally recognized institution.

In rare circumstances, individuals without the defined degree requirement may be eligible for graduate faculty associate membership when they have a demonstrated record of impactful creative work to establish equivalent tested experience (See Appendix G.5).

Individuals pursuing a graduate degree at Iowa State University are not eligible for graduate faculty associate membership.

Procedure for Membership Nominations for graduate faculty associate membership may be made for consideration by the Graduate College at any time of the year. Every nomination consists of the form Nomination for Graduate Faculty Associate Membership (available under the group header "Nomination for Graduate Faculty" on the Graduate College website at <https://www.grad-college.iastate.edu/faculty-and-staff/forms/>), a current curriculum vita of the nominee documenting evidence of the required equivalent degree, and a letter of support for the nominee from the director of graduate education of the major. This letter should detail how the candidate's expertise will be of benefit so that the justification for the requested activities is clear, **and highlight past contributions of the candidate with respect to graduate education at any current or prior institutions.** ~~A vote of graduate faculty in the major is required. The DOGE is responsible for ensuring that all members of the graduate faculty in the major (rosters are available from the Graduate College) are invited to vote to support or not support the nomination by secret ballot. A simple majority of those who cast a ballot will be considered affirmative. The nomination form~~

~~will include the results of this vote (affirmative or not affirmative, no numbers). A nomination for associate membership can be declined by the nominee. Two procedures will be used.~~

For non-ISU individuals currently employed at other institutions, and with a documented record of past achievement in graduate education (serving on POSC committees, serving as major professor, teaching graduate courses), nomination for graduate faculty associate membership requires a nomination letter from the DOGE and candidate's CV (as per above).

For non-tenure track faculty at ISU, and for non-ISU employees that lack a record of past achievement in graduate education, nomination for graduate faculty associate membership requires: 1) a nomination letter from the DOGE and candidate's CV (as per above), 2) A vote of graduate faculty in the major is required. The DOGE is responsible for ensuring that all members of the graduate faculty in the major (rosters are available from the Graduate College) are invited to vote to support or not support the nomination by secret ballot. A simple majority of those who cast a ballot will be considered affirmative.

Following the above steps, the Graduate Faculty Membership Committee (appointed by the Graduate Council) will review applications for graduate faculty associate membership and make a recommendation to the Graduate College for a final decision. Following approval, faculty members are encouraged to participate in an orientation sponsored by the Graduate College.

Associate membership is granted for a five-year term, but will terminate at the end of the faculty rank appointment. After completion of a 5-year term, associate members are eligible for a 10-year associate member appointment. The process is identical to the first appointment, with the addition of a review of activities related to graduate education in the previous term appointment.

NOTE: Verbiage on GC Forms should be changed to reflect these adjustments. Also, implementation procedures with IT need to be sorted out (i.e., how to allow non-ISU folks access to online forms: obtain NetID without becoming Affiliate faculty).