

# Proposed Modification to Procedures for Graduate Faculty Associate Membership: Update

## Abbreviated Background

Previously we discussed the procedures by which non-ISU employees may become eligible to serve as voting members on a graduate student POSC. At present, such individuals must first become an Affiliate Faculty member of ISU, and then an Associate Member of the Graduate Faculty (see **Appendix G** of the Graduate Faculty Handbook[1], and associated documents [2]).

It was noted that for non-ISU employees wishing to serve solely on a POSC, the first step – becoming an Affiliate Faculty member of ISU – is no longer in compliance with current ISU policies, as POSC membership alone is insufficient to justify Affiliate Faculty status as per the Provost’s Affiliate Agreement policy. This creates a procedural impasse. Additionally, this step is unduly cumbersome and unnecessary (many of us have not needed to go through this step to become POSC members at other academic institutions).

## Update to Proposal

Based on feedback from the Grad Council and other discussions, the proposal to remedy this issue has been modified slightly, to account for concerns that were raised, and to provide clarification for components that were unclear in the original proposal. Essentially, the proposed procedure removes the Affiliate Faculty requirement, but retains other approval steps.

**Summary of Proposed Policy:** For non tenure-track ISU faculty and non-ISU employees, 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
- Final decision by the Graduate College
- Other suggestions related to the number of non-ISU employees on a POSC, and issues related to grievances, are also incorporated below.

## Comments on Changes

The above changes were made to respond to concerns that:

- All nominations to Associate Faculty status be evaluated similarly
- Program faculty are aware of their own membership via voting on new members
- The standards for POSC membership are the same for all POSC members for all students

## Proposed Alterations to Graduate Faculty Handbook (Additions in bold)

### 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. **Non-ISU employees may also be nominated for associate graduate faculty membership, so that they may serve as members of a POSC, or teach graduate courses (see Associate Member Nomination Form).** 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. **See section 6.2.3 for guidance on committee composition and membership.**

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 [link]).

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, **explain how the candidate is expected to contribute to the program and in what capacity, and highlight past contributions of the candidate with respect to graduate education, if applicable.** A vote of graduate faculty in the program 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.

**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.

**Rights and Responsibilities** Associate membership is granted for specific activities that should be requested explicitly. Possible activities are teaching graduate (500 and 600 level) courses, serving on program of study committees of master’s and Ph.D. students, and other activities that are relevant to the program for which the faculty member has been nominated. **For ISU employees,** these activities must be consistent with the faculty member’s Position Responsibility Statement. Depending on the highest degree held by an associate member, they may co-chair a master’s or doctoral program of study committee if a full member of the graduate faculty serves as a co-chair. **In order to serve as co-chair, an associate graduate faculty member must comply with ISU’s Conflict of Interest and Commitment Policy, Procedures, and applicable management plan** [4]. An associate member of the graduate faculty whose highest degree is a master’s may not co-chair doctoral committees. An associate member may individually chair a POS committee for master’s programs not requiring a thesis. An associate member of the graduate faculty is eligible to serve as Director of Graduate Education of only coursework-only master’s programs and Director

of Certificate Studies in graduate certificate programs. **Non-ISU associate graduate faculty members cannot individually chair a POS committee, nor may they serve as DOGE.**

## Proposed Alterations to Graduate Faculty Handbook (Additions in bold; deletions in strikethrough)

### 6.2.3 Members of the Committee

**Members and Associate Graduate Faculty Members.** Any graduate faculty member or associate graduate faculty member (see Appendix G) may serve as a member of a master's or doctoral POS committee.

**Member(s) from Outside the Student's Field of Emphasis.** The outside graduate faculty member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research, or some aspect of intellectual diversity deemed important by the committee and/or major.

**Member(s) from a Minor.** If a graduate minor has been declared, a graduate faculty member from the minor program or interdepartmental minor must serve on the POS committee. The major professor and the representative from the minor field may not be the same person.

**Retired Faculty.** Retired ISU graduate faculty members may serve as members only (not as major professors) on newly formed master's or doctoral committees as long as they are willing to participate actively.

**Resigned Faculty.** Graduate faculty members who have resigned but are currently serving on an approved committee may continue to serve in that capacity. They may not be appointed to any new committee.

*Please note: If a major professor resigns OR retires from the university, they may continue to serve, but a co-major professor who is a member of the graduate faculty must also be identified.*

**NEW: Non-ISU Associate Graduate Faculty Members.** Professionals who are not employed by Iowa State University, but have been officially appointed as associate graduate faculty members, can serve as committee members, as a co-major professor, and fill other duties as explicated by their nomination. They cannot serve as a stand-alone major professor. Procedures for nomination to Associate Graduate Faculty status are described in Appendix [G]. Because such POSC members are not employees of Iowa State University, should a non-ISU associate graduate faculty member's conduct be counterproductive to the student's academic progress, the Dean of the Graduate College has the authority to remove them from the POSC.

~~**Affiliates.** Affiliates are professionals who are not employed by Iowa State University, but have been officially appointed as an affiliated faculty member and an Associate Graduate Faculty member. Affiliates can serve as committee members or as a co-major professor. They cannot serve as a stand-alone major professor. Affiliates must establish an ISU e-mail address to be included in the routing process for Program of Study and Committee (POSC) forms. To establish Affiliate status, a letter of intent (rank only) must be approved through the Provost's Office and then a Nomination for Associate Graduate Faculty and Graduate Lecturer must be submitted and approved through the Graduate College.~~

**Additional Non-voting Members.** When a non-member of the Graduate Faculty possesses expertise particularly relevant to the student's field of study, they may serve informally on either the master's or the doctoral POS Committee as an additional non-voting member. The non-voting member does not sign the online POSC. Non-voting members are invited but not required to attend all committee functions.

6.2.4 Doctoral POS Committee Makeup The POS committee for a doctoral program consists of at least five members of the graduate faculty. It must include at least three members, including the major professor, from within the student's major or program. The committee must include member(s) from different fields of emphasis so as to ensure diversity of perspectives. An associate member of the graduate faculty may participate in the direction of a student's dissertation research as a co-major professor if a full member of the graduate faculty serves as a co-major professor and jointly accepts responsibility for direction of the dissertation. **No more than two non-ISU Associate Graduate Faculty Members may be included on the POS committee of a doctoral student.**

6.2.5 Master's POS Committee Makeup Master's with thesis: The master's POS committee for a student completing a thesis consists of at least three members of the graduate faculty. It must include two members, including the major professor, from the major or program. The committee must include member(s) from different fields of emphasis so as to ensure diversity of perspectives. An associate member of the graduate faculty may participate in the direction of a student's master's research as a co-major professor if a full member of the graduate faculty serves as a co-major professor and jointly accepts responsibility for the direction of a program of study. **No more than one non-ISU Associate Graduate Faculty Member may be included on the POS committee of a master's with thesis student.**