



## Graduate Policies and Curriculum Committee- Handbook Change

RES 232415

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding Graduate Faculty (additions in **bold underline**) as specified below:

### **308.7 Graduate Faculty**

#### **308.7.1 Graduate Faculty ~~definition, criteria, and evaluation~~**

**The title of Graduate Faculty is a formal designation defining the faculty responsible for maintaining the program curricula, quality and standards of teaching, and mentoring within a graduate program.**

**Programs offering graduate degrees shall develop qualification criteria and a policy for periodic evaluation for appointment of Graduate Faculty (~~Appendix L~~). Only designated Graduate Faculty may serve as the primary supervisor/advisor of a graduate student's culminating ~~experience (see Graduate Program Checklist)~~. Other qualified faculty may teach graduate courses if approved by the Graduate Faculty of the program., and these faculty are responsible for maintaining the quality and standards of teaching and mentoring within the graduate program.** Criteria for appointment and renewal of appointment as Graduate Faculty is primarily dependent upon demonstrated current expertise and active practice in the discipline of the relevant graduate program. A term of Graduate Faculty appointment shall not exceed five years, **with review required for reappointment. There is no limit to the number of terms a Graduate Faculty may serve.**

**Graduate Faculty qualification criteria and policy for periodic evaluation for appointment shall follow the areas included below. Without altering the scope of the areas listed below, programs/units shall interpret and elaborate these areas in order to assess the eligibility of a faculty member for appointment as Graduate Faculty within their unit/program. Qualification criteria and the evaluation process shall meet the following:**

- a. Graduate Faculty are selected from among the tenured and tenure-track faculty from the program/unit in which the graduate degree is to be conferred. At the discretion of programs/units,**

emeritus faculty from the program/unit in which the degree is to be conferred may also be considered for appointment as Graduate Faculty. For interdisciplinary programs and/or for faculty holding a relevant terminal degree but within a different unit, faculty from other units with relevant areas of expertise may be selected as Graduate Faculty.

- b. Faculty must be evaluated based on activities and productivity from only the most recent 5-year period.**
- c. Graduate programs shall develop an evaluation process for the submission and review of Graduate Faculty appointment requests. Faculty may request review or re-review at any time, which may occur in less than a five-year cycle for faculty not currently part of the Graduate Faculty.**
- d. Criteria shall set minimum expectations for qualification to a faculty appointment to Graduate Faculty, including the following:**
- i. Maintaining/holding a discipline-specific Ph.D. or other appropriate terminal degree related to the graduate degree program in which the Graduate Faculty will serve.**
  - ii. Relevant professional experience and activity within the last 5 years, including with professional societies and organizations, maintenance of professional practice and connections, and evidence of the ability to model appropriate professional and academic behaviors.**
  - ~~**iii. Experience participating in graduate programs, including supervision of culminating experiences. This experience does not necessitate experience as primary advisor, and may include experience as a successful and effective graduate committee member or mentor.**~~
  - iii. Relevant, and on-going research, scholarship, and creative activities, including the demonstration of significant recent professional peer-reviewed products and/or publications. Criteria related to this area shall be the most rigorous and extensive area of review.**
  - iv. Demonstrated involvement of students in research, scholarship, and creative activities.**
  - v. Programs may add additional areas of evaluation as may be required by disciplinary standards, accreditation requirements, or degree certification requirements.**
- e. In the event that a graduate program/unit does not have current approved Graduate Faculty evaluation criteria, evaluation shall be based upon the most current criteria required for promotion within the unit under their criteria for RTP evaluation. Evaluation for Graduate**

**Faculty standing shall be based on only the most recent 5-years of activity at the time of review. Rank is not an acceptable basis for Graduate Faculty appointment evaluation.**

**f. Graduate Program Directors shall maintain documentation of faculty evaluations, including the duration of current appointments for all Graduate Faculty. Graduate Program Directors are responsible for ensuring that Graduate Faculty serve for no more than 5-years before being evaluated for re-appointment.**

**g. At the beginning of each academic year, the relevant Graduate Program Director shall forward to the Associate Dean of Graduate and Undergraduate Studies (AD-GUS) an up-to-date list of all faculty within the relevant graduate program currently appointed as Graduate Faculty.**

### **308.7.2 Graduate Faculty criteria approval and revision**

**Unit/program Graduate Faculty criteria shall be formally reviewed at least once every five (5) years. Any unit/program faculty may propose changes in unit/program evaluation criteria at any time. After approval by a majority vote of all Graduate Faculty of the relevant graduate program, changes in the Graduate Faculty criteria shall be forwarded to the AD Graduate and Undergraduate Studies (AD-GUS) and the AVP Academic Affairs (AVP AA) for review and approval. In the event that approval is not granted, the AD-GUS and AVP-AA shall state why approval was not granted, and this information shall be forwarded to the Graduate Studies Committee. In the event that the differences cannot be resolved, the AVP-AA shall request the Graduate Studies Committee to arbitrate and to determine a resolution.**

### **308.7.3 Graduate Faculty appeal of decision**

**In the event that a faculty member is evaluated and declined appointment as Graduate Faculty they may request a re-evaluation by Graduate Faculty from outside their unit. They shall forward their request, including current unit/program Graduate Faculty criteria, a personal narrative outlining how they meet these criteria, and an up-to-date CV reflecting activity from the most recent 5-years to the AD Graduate and Undergraduate Studies (AD-GUS). An *ad hoc* committee consisting of a minimum of 5 Graduate Faculty selected from the members of the Graduate Studies Committee will be assembled by the AD-GUS to evaluate the faculty's qualifications and make an appointment decision. This committee shall not include any members from the unit/program of the faculty requesting re-evaluation.**

### APPENDIX L: Graduate Program Checklist

A checklist outlining State of California, CSU, EO, and CSUB regulations and policies regarding graduate program culminating experiences and associated requirements for the format, evaluation, and storage/recording for graduate program documentation related to culminating experiences. (4/28/2021)

#### **Program policy requirements related to Culminating Experience development, oversight, and evaluation:**

##### Graduate faculty:

- Criteria are developed for designation of graduate faculty and a policy for periodic review is in place;
- Graduate faculty are selected from among the tenured and tenure-track faculty from the department/program/unit in which the degree is to be conferred;
- At the discretion of departments/programs/units and based on their formal criteria and policy for periodic review, emeritus faculty from the department/program/unit in which the degree is to be conferred may also be considered for Graduate faculty standing;
- Criteria must set minimum expectations for scholarly activity and productivity and may be more rigorous than standard departmental criteria for tenured or tenure-track faculty;
- Graduate faculty may serve for a limited term (max 5-year) prior to re-evaluation; and
- Only Graduate faculty may serve as a student's Graduate Committee Chair.

##### Graduate Committees:

- Each student has a Graduate Committee for the development and evaluation of their Culminating Experience.
- Graduate Committees must be comprised of a **minimum of three members**;
- Graduate Committee membership must include a **majority of Graduate faculty** from the department/program/unit in which the degree is to be earned;
- Policy is developed on Graduate Committee member selection:
  - In some programs requiring a culminating thesis or dissertation, students may select the members of their Graduate Committee in consultation with their advisor (provided that individuals meet committee membership requirements), and
  - In some programs requiring a culminating project or examination, Graduate Committee membership may be decided by the program; and
- Graduate Committee membership must be approved by both the graduate program director and the department chair.

##### Culminating experiences must be classified as one of the following products (California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 2, Article 7, (b), (3)):

- (1) thesis/dissertation;
- (2) project, or
- (3) comprehensive examination.

#### **Culminating experiences checklists:**

See individual checklists below for each type of culminating experience. Graduate programs should have policies and procedures in place that meet these requirements.

### ● Thesis/Dissertation

#### *Proposal development and project oversight:*

- \_\_\_\_\_ Graduate Committee Chair (advisor) is assigned to assist the student with their thesis/dissertation proposal and project.
- \_\_\_\_\_ A Graduate Committee (**with a minimum of 3 members and a majority of Graduate faculty**) is formally assigned to the student and project, overseeing the development, progress, and completion of the student culminating experience.
- \_\_\_\_\_ The Graduate Committee is responsible for:
  - \_\_\_\_\_ determining the feasibility and merit of the proposal/plan;
  - \_\_\_\_\_ reviewing the proposal/plan;
  - \_\_\_\_\_ familiarizing the student with university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance;
  - \_\_\_\_\_ reviewing and approving the methodology and any instrument or questionnaire used in data collection; and
  - \_\_\_\_\_ ensuring that the student project/proposal is reviewed and approved by the appropriate campus-level committee (e.g., IRB or IACUC).
- \_\_\_\_\_ Students are only permitted to proceed with their proposed project after approval from their Graduate Committee.
- \_\_\_\_\_ Policies are in place to **document formal approval of a student's plan or proposal** from the Graduate Committee, signifying that the student has permission to proceed with the study as outlined in the proposal or plan.
- \_\_\_\_\_ **A copy of the student's approved proposal/plan should be retained by the program.**

#### *Format and content:*

- \_\_\_\_\_ The thesis/dissertation represents a written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation(s).
- \_\_\_\_\_ The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.
- \_\_\_\_\_ **The format of all theses/dissertations must meet the technical requirements established by the university as well as any specific program requirements.**

#### *Evaluation and documentation:*

- \_\_\_\_\_ An oral defense and/or public presentation of the thesis/dissertation is required;
- \_\_\_\_\_ The Graduate Committee shall determine the final approval of the thesis or dissertation;

- ~~\_\_\_\_\_ The Graduate Committee shall evaluate the adequacy of the bibliography/literature cited to ensure that theses/dissertations adequately represent the state of knowledge on a topic, represent student expertise in their chosen area of specialty, and fairly present the research of others;~~
- ~~\_\_\_\_\_ The Graduate Committee evaluates the culminating experience to determine if it meets university standards;~~
- ~~\_\_\_\_\_ Successful completion of the culminating experience and the conferral of a program degree are dependent on **majority approval** from the Graduate Committee and may only be conferred with their **documented approval**;~~
- ~~\_\_\_\_\_ **Certification for the completion** of the culminating experience must be provided prior to graduation and the awarding of the graduate degree through:
 
  - ~~(1) designation of culminating experience course credit, or~~
  - ~~(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;~~~~
- ~~\_\_\_\_\_ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and~~
- ~~\_\_\_\_\_ **All final and approved theses/dissertations must be formally filed electronically with the CSUB Library.**~~

● **Project**

*Project development and oversight:*

- ~~\_\_\_\_\_ Graduate Committee Chair (advisor) is assigned to assist student with their culminating project/activity plan;~~
- ~~\_\_\_\_\_ A Graduate Committee (**with a minimum of 3 members and a majority of Graduate faculty**) is formally assigned to the student and project, overseeing the development, progress, and completion of the student culminating experience;~~
- ~~\_\_\_\_\_ The Graduate Committee, when appropriate and related to the project, is responsible for:
 
  - ~~\_\_\_\_\_ determining the feasibility and merit of the proposal/plan,~~
  - ~~\_\_\_\_\_ reviewing the proposal/plan,~~
  - ~~\_\_\_\_\_ familiarizing the student with university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance,~~
  - ~~\_\_\_\_\_ reviewing and approving the methodology and any instrument or questionnaire used in data collection, and~~
  - ~~\_\_\_\_\_ ensuring that the student project/proposal is reviewed and approved by the appropriate campus-level committee (e.g., IRB or IACUC).~~~~
- ~~\_\_\_\_\_ Students are only permitted to proceed with their proposed project after a favorable determination has been made by their Graduate Committee;~~

- ~~\_\_\_\_\_ Policies are in place to **document formal approval** of a student's plan or project proposal from the Graduate Committee, signifying that the student has permission to proceed with the project as outlined in the proposal or plan; and~~
- ~~\_\_\_\_\_ **A copy of the student's approved proposal/plan should be retained by the program.**~~

*Format and content:*

- ~~\_\_\_\_\_ The project demonstrates originality and independent thinking, appropriate form and organization, and an academic rationale; and~~
- ~~\_\_\_\_\_ **The finished project must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and conclusion or recommendation(s).**~~

*Evaluation and documentation:*

- ~~\_\_\_\_\_ An oral defense and/or public presentation of the project is required;~~
- ~~\_\_\_\_\_ The Graduate Committee shall determine the final approval of the project;~~
- ~~\_\_\_\_\_ The Graduate Committee evaluates the culminating experience to determine if it meets university standards;~~
- ~~\_\_\_\_\_ Successful completion of the culminating experience and the conferral of a program degree are dependent on **majority approval** from the Graduate Committee and may only be conferred with their **documented approval**;~~
- ~~\_\_\_\_\_ Certification for the completion of the culminating experience must be provided prior to graduation and the awarding of the graduate degree through:
  - ~~(1) designation of culminating experience course credit, or~~
  - ~~(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;~~~~
- ~~\_\_\_\_\_ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and~~
- ~~\_\_\_\_\_ **Projects/project abstracts shall be submitted to the CSUB library or retained by the program.**~~

● **Comprehensive Examination**

*Examination preparation:*

- ~~\_\_\_\_\_ Graduate Committee Chair (advisor) is assigned to assist student with their culminating experience planning;~~
- ~~\_\_\_\_\_ A Graduate Committee (**with a minimum of 3 members and a majority of Graduate faculty**) is formally assigned to the student and oversees the completion of the student culminating experience;~~
- ~~\_\_\_\_\_ The Graduate Committee is responsible for:
  - ~~\_\_\_\_\_ developing and administering the comprehensive examination, and~~
  - ~~\_\_\_\_\_ assisting students in preparation for comprehensive examinations.~~~~

*Format and content:*

- ~~\_\_\_\_\_ The comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter; and~~
- ~~\_\_\_\_\_ The results of the examination evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation.~~

*Evaluation and documentation:*

- ~~\_\_\_\_\_ The Graduate Committee shall determine the final approval of the comprehensive examination;~~
- ~~\_\_\_\_\_ The Graduate Committee evaluates the culminating experience to determine if it meets university and professional standards;~~
- ~~\_\_\_\_\_ Successful completion of the culminating experience and the conferral of a program degree are dependent on **majority approval** from the Graduate Committee and may only be conferred with their **documented approval**;~~
- ~~\_\_\_\_\_ Certification for the completion of the culminating experience must be provided prior to graduation and the awarding of the graduate degree through:
  - ~~(1) designation of culminating experience course credit, or~~
  - ~~(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;~~~~
- ~~\_\_\_\_\_ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and~~
- ~~\_\_\_\_\_ **A record of the examination questions and responses shall be retained by the respective graduate program.**~~

**RATIONALE:** Graduate Faculty criteria are already required for graduate programs, but the development and evaluation of these has been applied on a program-by-program basis. This has led to confusion, and uneven implementation and application. The current policy was requested by the Graduate Studies Committee, on which all graduate programs have a representative. Additional changes were made following input from the Academic Senate, Faculty Affairs Committee, and in consultation with the Graduate Policy & Curriculum Committee.

To date, there has been no university-wide policy that provides faculty an option for re-evaluation or appeal when they disagree with the Graduate Faculty standing evaluation decision of their unit/program. The proposed *University Handbook* change adds general language on Graduate Faculty criteria and evaluation for appointment that is consistent with existing university policy ~~and adds current graduate policies to the *University Handbook* through the~~



~~addition of Appendix L materials(as referenced in the Graduate Program Checklist graduate policy document).~~ The new handbook language creates an appeals process for faculty if they disagree with a unit decision on their evaluation. This appeal process will be independent and will occur outside of unit/program, offering faculty an important avenue to address or remedy potential conflicts within the unit/program.

The placement of this section within Section 308 of the University Handbook (i.e., “Review procedures for special awards and appointments”) is proposed, since appointment to Graduate Faculty status is a special title of which only faculty within graduate programs will be eligible.

~~The appendix includes information that was developed by a multi-year taskforce. The content of this document was reviewed and approved by the Graduate Policies and Curriculum subcommittee of the Graduate Studies Committee on 12/1/2020. The full Graduate Studies Committee, which includes members from each graduate program on campus, reviewed the Appendix document on 3/2/2021 and approved it on 4/28/2021.~~

**Distribution List:** (update as needed)

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Approved by the Academic Senate: February 22, 2024

Sent to the President:

President Approved: