

**Jacksonville State University**  
**Faculty Senate Meeting**  
**September 9, 2024**  
**3:15pm Merrill Hall B01**  
**Agenda**

**Present:** J Godbey, T Ridlen, J Ridlen, K Catlin, P McGrail, S Gill, C Murtagh, B Norvell, C Wang, R Ahmed, E Hardy, B Hankins, L Ingwerson, C Clark, A Gilbert, N Freeman, A Boswell, Y Lu, D Thornton, S Mikel, W Key, H Dempsey, J Long, B Turgeon, R Blades

**Absent:** P Robertson, C Hosmer, K Walker, S Beeman, L Barrow, A Crawley

**Guests: Ex-Officio (Non-Voting) Members:** S Cofield, M Meecham, K Wickersham

**Call to order 3:18 pm**

- 1) Approval of Minutes **First J Ridlen, seconded S Mikel (All in favor, none opposed)**
- 2) Welcome! **Heidi, some will come late but let's get right to business**
- 3) Updates
  - a. Committee restructuring approved by Senate Executive Committee
    - i. Change from Senate-administered committees to Academic Affairs Committees – **rational centers around shared governance and transparency**
      1. Faculty Handbook Committee
      2. Tenure and Promotion Appeals – **note from Senate that we want it to be clear with what the Provost role is in this committee in the next round of Handbook revisions**
      3. Faculty Honors and Grants
    - ii. Appointment on committees – **3 year appointments staggered (1,2,3) but FS still appoints members on committee. If on these right now, need to find new committees. Many comments and good discussion on these topics.**
    - iii. Moving Senior Instructor and Distinguished Professor/Instructor discussions/proposal formation to Executive Committee
    - iv. Moving committee assignments (Advocacy, Student Retention, Policies)
  - b. Senate Recommendation Regarding Classification of Students – has been approved by Extended Deans' Council and Department Head Council for approval in the 2025-2026 Undergraduate Catalog
- 4) Committee Reports
  - a. Faculty Advocacy Committee
  - b. Elections Committee
  - c. Student Retention
  - d. Bylaws Committee (ad-hoc)
  - e. Policies and Campus Planning
- 5) Unfinished Business
  - a. Separation of "Contract" dates (8/1 to 4/30) from "Availability" dates (approx. 8/15 to 5/14 – depending on academic calendar) – **table for now**
- 6) New Business

- a. Handbook Committee
    - i. Graduate Faculty Status discussion – some have questions about this policy; what is your opinion? **Feedback is that simpler policy would work better for JSU. Would affect 3 doctoral programs at JSU (Nursing, Emergency Management, ?). Let's recommend taking off the requirements for being on 3 committees/different levels and only doctoral program would need to be renewed. JSU is too small to do this. Everyone with terminal degree would be associate unless removed by Department Head. Full membership only applies for doctoral level and committee chairs.**
    - ii. Other questions/issues thus far in the handbook?
    - iii. Discussion of Faculty Senate goals and initiatives for the year **Put up high on agenda next meeting?**
  - b.
  - c. Departmental concerns?
  - d. Committee organization time
- 7) Informational Items
- a. 9/21 is Preview Day and Homecoming – very hectic day. **Be able to adjust and look for directions on parking, etc.**
- 8) Motion to adjourn – first by B Norvell and seconded C Clark(all in favor, none opposed)**  
**4:47 pm**

## CONTRACT DATES AND FACULTY RESPONSIBILITIES DATES

Due to payroll processing dates, full-time faculty contracts/pay periods begin on August 1 and end on April 30. However, faculty availability for meetings, advising, events, and commencement, does not follow this calendar. Every year the “Beginning of Academic Year Responsibilities for Faculty” date will be published on the Academic Calendar (e.g., the Thursday before classes begin). This has traditionally been known as the “Faculty Available” date. The “End of the Academic Year Responsibilities for Faculty” date will be 9 months from this start date. For example, if Faculty begin on August 13, they will end on May 12. This will allow departments to ensure that faculty are available for May commencement ceremonies; are planning to check email/phone messages during this time about grade appeals, student questions about final grades; submitting assessment data; and are available for end of the year meetings and events.

## GRADUATE FACULTY<sup>1</sup>

To serve as a member or associate member of the graduate faculty, a faculty member must meet the professional standards for teaching courses available for graduate credit set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**Associate Membership:** Faculty holding this status must have earned a doctorate or terminal degree in the teaching discipline or a related discipline and hold the rank of Assistant Professor or higher, or otherwise be approved as qualified through the faculty credentialing process.<sup>2</sup> Faculty at this level may teach graduate courses at the 5000, 6000, 7000, and 8000 level.

Associate members with a doctorate or terminal degree may serve on master’s and doctoral thesis, dissertation, and comprehensive examination committees. They may also direct/chair master’s thesis committees or projects after having served on a minimum of three thesis, dissertation, or project committees. They may not chair doctoral-level dissertations, manuscripts, and projects. Associate members are eligible for appointment/election to college or university graduate curriculum committees, advisory councils, degree appeals committees, and fill roles as graduate faculty representatives on other university committees.

Associate members are expected to keep current with knowledge in their field in order to provide graduate students with up-to-date content knowledge. This may be demonstrated through professional development activities, descriptions of course updates, copies of Canvas shells, etc.

**Full Membership:** Faculty with full membership status are expected to demonstrate the same competencies as those with associate membership and are awarded the same rights. To achieve full membership, faculty must additionally demonstrate proficiency in scholarly activity to the level expected for someone supervising a doctoral candidate. The faculty member must show at least four scholarly activities in the past five years to qualify for membership. Scholarly activities include: 1) peer-reviewed scholarly writing to include manuscripts, books, chapters, articles, or

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<sup>1</sup> Revised 07/2024

<sup>2</sup> [Policy II:02:02 Faculty Approval, Validation and Documentation](#)

scientific reports; 2) peer-reviewed scholarly presentations at regional, national, or international conferences; 3) consulting services which provides evidence of the nominee's academic professional standing and competence in their field; 4) participation in the appropriate scholarly scientific and/or professional organizations to include holding offices or serving in other responsible capacities; 5) performing in a significant role within the graduate program within their department or within the university; 6) application for extramural funding (that meets the rigor of a peer-reviewed publication); or 7) creative/artistic presentations or product designs exhibited/presented at the regional level or above. Faculty with full membership may direct/chair doctoral-level dissertations, manuscripts, and projects, as long as they have previously served on a minimum of three graduate-level thesis, dissertation, manuscript, or project committees.

**Graduate Faculty Nominations and Approval Process:**

Faculty may be granted an initial five-year associate membership upon hire as part of the faculty credentialing process. The department head will fill out an official request for graduate faculty status during the credentialing process, which will then be approved by the college dean prior to the Provost/SVPAA's review. Faculty may apply for full membership after three years as an associate member (or earlier if the faculty member has prior experience serving on at least three graduate committees at other universities) upon recommendation of their department head. Faculty with associate and full membership status in the graduate faculty will normally be reviewed every five years by the department head, in consultation with the dean, as part of their Faculty Annual Review (FAR). Graduate faculty status may be reevaluated or revoked outside of the established five-year time period at the request of the department head and college dean with the approval of the Graduate Advisory Council. The department head will be provided a list from the Graduate School with names of those whose faculty are up for renewal by February of the renewal year.<sup>3</sup> The department head will recommend either reevaluation of graduate faculty status (e.g., moving membership levels or removing graduate faculty status altogether) or continued membership at the current level. A faculty member may appeal a decision made by the department head to the Graduate Advisory Council, whose decision is final.

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<sup>3</sup> A phased approach will be used to implement this policy so that renewal years of current faculty are staggered within a department.