

Graduate Faculty Status

Graduate Faculty status at Minot State University is based on academic qualifications and/or professional expertise. Three categories of graduate faculty status are available.

Graduate Faculty

MSU Graduate Faculty may teach graduate courses and serve on graduate students' committees. Only Graduate Faculty with earned doctorate or terminal degrees may chair graduate students' committees. Graduate Faculty are full-time faculty who are academically qualified* and designated as Graduate Faculty prior to and during the time the course is delivered and/or the committee is advising the student's research. Graduate Faculty are listed in the Graduate Catalog as well as on the Graduate School website.

Professional Graduate Faculty

Professional Graduate Faculty may only serve on graduate students' committees. Professional Graduate Faculty are MSU faculty or others who have extensive professional experience and expertise in an area specific to a student's research interests. A new appointment is required for each committee assignment. Professional Graduate Faculty are listed on the Graduate School website.

Visiting Graduate Faculty

Visiting Graduate Faculty may teach graduate courses and serve on graduate students' committees. Only Visiting Graduate Faculty with earned doctorate or terminal degrees may chair graduate students' committees. Visiting Graduate Faculty are part-time or one-year special contract faculty who are academically qualified* and designated as Visiting Graduate Faculty prior to and during the time the course is delivered and/or the committee advising the student's research. Visiting Graduate Faculty are listed on the Graduate School website.

Definition of Academically Qualified

Faculty members are considered academically qualified for graduate teaching positions and serve on students' committees by meeting either of the following requirements:

1. Have an earned doctorate or terminal degree from a regionally accredited institution.
2. Have a master's degree from a regionally accredited institution and extraordinary teaching and/or scholarly skills that qualify the faculty member to teach and advise in a specific area of expertise. The faculty may also serve on graduate committees and will receive the status Associate Graduate Faculty.

Additionally, faculty must provide support to illustrate currency in teaching and scholarship. Currency is defined by each academic unit and these definitions are reviewed and endorsed by the Graduate Council.

Application Process

Graduate Faculty and Visiting Graduate Faculty

Faculty holding a doctorate or terminal degree should submit a completed new or renewal application along with a current vitae to the Graduate School. Graduate Faculty must renew their application every three years; Visiting Graduate Faculty holding a terminal or doctoral degree must renew their status annually. Signatures of the Program Director and Department Chairperson on the application indicate support of the faculty for Graduate Faculty Status.

Faculty holding a master's degree and having extraordinary teaching or research skills in a specific area of expertise should submit a completed new or renewal application and a current vitae to the Graduate School. Graduate Faculty must renew their application every three years; Visiting Graduate Faculty must renew their status annually. Accompanying the application should be a letter of support signed by the Program Director and Department Chairperson. The support letter will indicate the graduate teaching assignment(s) for which the candidate is qualified and specific details regarding the candidate's extraordinary teaching or research skills which support this candidate's appointment to Graduate Faculty.

Professional Graduate Faculty

Faculty or community members' applications for Professional Graduate Faculty are invited and initiated by a student's committee chair following consultation between the student and the chair. Appointments are limited to a specific student's committee and are renewed with each new committee assignment. Signatures on the application of the Committee Chair, Program Director, and Department Chairperson will indicate support of the faculty or community member for Professional Graduate Faculty status for the specific committee assignment. A current vitae must also be submitted with the application.

Application Deadlines

Graduate Faculty

April 1 (following annual evaluations) three-year, renewable appointment.

Professional Graduate Faculty

Two weeks prior to the first meeting of the student's committee meeting. New application is required for each committee appointment.

Visiting Graduate Faculty

Two weeks prior to the beginning of first day of the graduate course or first meeting of the student's graduate committee; one year, renewable appointment.

Appointment Process

Completed applications are reviewed by the Associate Vice President of the Graduate School. The Associate Vice President of the Graduate School, in turn, will recommend approval of qualifying applications to the Graduate Council. At his/her discretion, the Associate Vice President Graduate School may request additional information or support, or a consultation with the Program Director regarding an applicant. In the event the Associate Vice President Graduate School and the Program Director are unable to reach agreement, exceptions to the policy or process will be determined by the Graduate Council. Should the need arise for approval of a faculty member between terms in the absence of Graduate Council availability, the Associate Vice President Graduate School is authorized to provide a faculty member temporary status for up to one semester.