

Middle Tennessee State University  
School of Nursing  
Graduate Faculty Policy

**Graduate Faculty Overview**

Appointment to the MTSU Graduate Faculty demands knowledge of current scholarship and continuing professional activity.

Individuals seeking appointment to the graduate faculty of the university must provide evidence of scholarly productivity and engagement that meets the expectations of the School of Nursing and Graduate Council.

Only members of the Graduate Faculty are eligible to teach 5000/6000/7000 level graduate courses or serve on thesis, scholarly project, or dissertation committees.

Graduate faculty members who wish to chair scholarly project committees within the School of Nursing must be endorsed for such service by the Promotion, Tenure and Review Committee (PTRC) and approved by the College of Graduate Studies.

**Approval Process**

Graduate faculty membership is a five (5)-year renewable appointment. Renewals of membership are considered by the May meeting of the Graduate Council, to take effect on the following July 1<sup>st</sup>.

The Graduate Council will also consider initial appointments and adjunct appointments at the first Graduate Council meeting of the fall and spring semesters.

The PTRC will be the review and approval body for the School of Nursing. The approval timeline will be the same as the College of Graduate Studies, Graduate Council.

Initial review and approval of applications for graduate faculty membership occurs in the PTRC within the School of Nursing.

Applications and supporting documentation are reviewed and recommendations for appointment are forwarded to the Director of the School of Nursing. All approvals will be submitted to the College of Graduate Studies via interdepartmental memo.

Persons accepted for graduate faculty membership receive notification from the College of Graduate Studies and their acceptance is noted in the Graduate Council minutes and the College of Graduate Studies website.

**Full Membership**

## **Requirements for Consideration**

The following criteria apply to tenured and tenure-track faculty seeking appointment to the Graduate Faculty:

1. Hold a terminal degree
2. Scholarly Teaching
3. Research, Creative or Other Scholarly Activities.

## **Scholarly Teaching**

All applicants (initial and renewal) must include a letter written by the School of Nursing Director or designee describing graduate teaching expertise. If the applicant has not previously taught graduate courses, the letter must specifically address instructional expertise in the areas of anticipated instruction.

## **Research, Creative or Other Scholarly Activities**

Graduate Faculty applicants must meet one of the following criteria:

1. Publications
2. Presentations
3. Other Scholarly Activities.

## **Publications**

Within the last five years, the applicant must:

- Have published a scholarly book requiring independent review **OR**
- Have published two articles in a peer-reviewed academic journal.

These require primary authorship or relevant co-authorship. If not yet in print, the faculty member may submit documented evidence of acceptance (i.e., in press).

## **Presentations**

Within the last five years, the applicant must have:

- Have created at least two original works for presentation and exhibited on an international, national or regional level
- Have presented scholarly conference papers to at least two international or national conferences or three regional conferences.

The submitted activities must have been subject to external (off campus) review or be equivalent in contribution and rigor to the publication criteria defined above.

## **Other Scholarly Activities**

Within the last five years, the applicant must:

- Passed or maintained a National Certification Exam
- Served as a manuscript reviewer for peer reviewed nursing or healthcare journal
- Served as a textbook reviewer
- Served as a CCNE or NLN program reviewer
- Participated in collaborative undergraduate/ graduate research projects
- Authored or co-authored an accreditation report
- Authored grant awards in support of research or scholarship
- Lead and maintain nursing projects that improve health of the community
- Completed at least 2080 practice hours as an Advanced Practice Registered Nurse.

## **New Faculty**

Faculty new to the School of Nursing will be allowed a three (3)-year probationary period to meet requirements. At the end of the probationary period, the faculty member would undergo a full review.

Former administrators will also be allowed a three (3)-year probationary period to meet requirements. At the end of the probationary period, the faculty member will undergo a full review.

## **Adjunct Membership**

Part-time adjunct faculty members and full-time faculty members on non-tenure track appointments within the School of Nursing, or individuals who are not MTSU faculty members but have specific expertise pertinent to the graduate program may be recommended for membership on an adjunct basis.

Adjunct membership must be renewed every three years. Adjunct members may not direct doctoral projects or dissertations, but may serve as committee members/readers and may teach graduate courses.

## **Requirements for Consideration**

The following criteria apply to tenured and tenure-track faculty seeking appointment to the Graduate Faculty:

1. Hold a terminal degree or specific expertise pertinent to the Graduate Program
2. Provide evidence of qualifications (current vita)

## **Endorsement to Chair a Doctoral Project**

The following criteria apply to faculty holding graduate faculty membership that wish to chair a doctoral project.

Doctoral endorsement is granted for the purpose of chairing the scholarly project committee of a specific student. Upon completion of the scholarly project, the endorsement ends. Likewise, if the doctoral student fails to enroll in two consecutive semesters, the endorsement is vacated.

The request for Scholarly Project Endorsement is made at the time the Dissertation Advisory Committee form is submitted for the doctoral student to be advanced to candidacy.

### **Requirements for Consideration**

The following criteria apply to tenured and tenure-track faculty seeking doctoral project endorsement:

1. Hold a terminal degree
2. Be a member of the Graduate Faculty
3. Have at least one year of experience in advising or teaching in a graduate program
4. Must have distinguished themselves in research and/or creative activity, doctoral project direction, graduate teaching and nursing practice.

Approval:

School of Nursing Graduate Committee 10/2016

School of Nursing Faculty 11/2016

Graduate Council 12/2016

Clerical updates 3/21/2018

Reviewed 7/15/2022