

Guidelines for Certifying Faculty for Graduate Teaching

Clemson University chooses not to have a Graduate Faculty. Therefore, the determination of graduate "eligibility" is made at the time of initial faculty appointment. The Southern Association of Colleges and Schools Commission on Colleges (SACS/COC) assert that institutions offering doctoral degrees must demonstrate the research capability of faculty members teaching in these programs.

The Committee found evidence during the last self-study that little attention was being given to the continued eligibility of faculty for participation in graduate work -- teaching graduate courses, advising graduate students, and serving on graduate thesis and dissertation committees, especially of the participation of faculty on dissertation committees.

At issue is a process to review current documentation of recent scholarship and/or research activity in relation to graduate eligibility on a recurring basis. Strengthening the participation of faculty active in cutting edge scholarship and research in leading graduate education will be a necessary element.

Clemson University is committed to providing excellent faculty to teach graduate students and to guide their research. Faculty credentials are reviewed on initial appointment and appropriate decisions made regarding teaching eligibility at the graduate level. Official copies of degree transcripts are required as part of this process.

The University, through a peer review process, continues to monitor faculty annually until tenure and then every six years through post tenure review. During the goal setting for the academic year, department chairs will determine continued eligibility of faculty for participation in graduate programs and note their decisions within the Faculty Activity System.

A terminal degree and a strong, ongoing record of peer reviewed scholarship is required to qualify a faculty member as eligible to teach graduate (master's and doctoral) level courses. In exceptional instances, specific to a given discipline, and individual lacking a terminal degree may be uniquely qualified by reason of experience or expertise to teach a specific graduate level course. Such cases must be justified in writing by the department chair and approved by the college dean and the Provost. To serve as a chair of a thesis or dissertation committee, the faculty should hold the terminal degree and demonstrate a strong ongoing record of peer-reviewed scholarship, publication, professional activity and/or creative projects. A letter from the department chair or dean must be provided for individuals who meet these qualifications by exception.

Initial eligibility is certified by the department chair and dean at the time of appointment and reported to the Provost by means of the OIR Faculty Credentials form.

Continuing eligibility is to be certified annually by the department chair using a check-off system in the Faculty Activity System (FAS).

The department chair is to reference his/her certification assessment and ultimate decision based on professional judgment according to the following qualification criterion statement. *"A faculty member must have a record of scholarly research or creative activity and a record of substantial achievement in publication, presentation, or other means of making work available for peer review, which is characteristic of the discipline."*

The Faculty Activity System is tied to the faculty roster prepared each semester. The Office for Institutional Effectiveness and Assessment and the Office of Institutional Research have conducted for four years an audit of faculty to review teaching assignments against faculty qualifications. This audit of the Faculty Activity System by the Office of Institutional Research will be performed in February of each year with a report being returned to the chair and dean of the respective academic department.