**Graduate Faculty Membership Types and Procedures**

**Category 1**

For those highly qualified full-service and highly qualified part-time faculty who meet the specified criteria including faculty who may not have direct graduate program involvement but by virtue of research, scholarship, or grant activity serve to further the mission and goals of the College of Graduate Studies. New faculty may be eligible and should discuss with his or her chair eligibility to apply.

Category 1 members who are employed full-time by the university who have full rights and privileges in governance of the college of graduate studies. Part-time category 1 faculty do not have these rights and committee privileges but may be appointed to serve on specific committees. All category 1 members may teach and supervise master’s and doctoral level work and serve on, or serve as chairpersons/advisors of master's thesis committees and doctoral dissertation committees. In addition, those faculty serving as chairpersons/advisors of doctoral committees shall meet advanced requirements determined by the appropriate college departments and approved by the dean of graduate studies in addition to those necessary for category 1 members.

**Basic Requirements**

Evidence of scholarship and professional development in the field or discipline appropriate to graduate faculty membership requirements established by the College of Graduate Studies Committee. Category 1 are required to complete Responsible Conduct of Research Training to maintain their Graduate Faculty status.

Submission of the certificate of completion to the College of Graduate Studies is required to verify completion of the training. Training is required to be completed every five years and will be required for renewal of graduate faculty status. Although RCR training is highly recommended for all graduate faculty members, Human Subjects training provided by CITI (current within two years) or Using Animal Subjects in Research will also be accepted as meeting this training requirement. The CITI training is available online through the Office of Research at: https://cms.ysu.edu/administrativeoffices/research/citi-training- responsible-conduct-research.

Faculty applying for Category 1 Graduate Faculty status may request an exception from CITI training. To obtain this exception, the faculty person must acknowledge with their signature that they will NOT be performing research that involves human or animal subjects in any way, including surveys or observations of any kind. They must also attest that if their research interest changes to include these items, then CITI training must be completed prior to the start of any research activity.

Beginning Fall 2021, faculty members with a terminal degree can be granted Category 1 status without expiration. Current Category 1 Graduate faculty with a terminal degree will be automatically renewed without faculty intervention. Current Category 2 Graduate Faculty who wish to be granted Category 1, should contact the College of Graduate Studies. It will remain the department chair’s decision to assign dissertation/thesis advisors and course load.

**Voting Rights and Committee Privileges**

Full-time faculty members have full rights and privileges to serve in any designated area of graduate governance including, but not limited to, Graduate Council, graduate committees, and College Graduate Studies Committees. Part-time faculty do not have these rights and committee privileges but may be appointed to serve on specific committees by the College Graduate Committee, Graduate Council or the Dean of Graduate Studies.

**Term:** Five years and renewable. No expiration with terminal degree.

**Appointment:** By Graduate Council (See II-D, Procedures to Acquire Category I Membership Status)

**Academic Entitlements**

To teach and supervise masters-level graduate students and to serve on, or serve as chair/advisor of master's thesis committees.

To teach and supervise doctoral-level graduate students and to serve on or serve as chair/advisor of doctoral dissertation committees.

**Standards for Category I Membership**

Each College Graduate Studies Committee shall establish a Membership

Standards Document for Category I Membership for faculty in their college.

The College Graduate Studies Committees may use subcommittees to develop requirements when significant differences exist across the college relative to the nature of research/scholarship activities. Any revisions or amendments to the Membership Standards Documents must be approved by Graduate Council.

Each College Graduate Studies Committee shall place the Membership

Standards Document on file with the College of Graduate Studies and with all departments in the college.

Advanced requirements for chairing doctoral committees shall be developed by faculty housing the program and approved by the College Graduate Studies Committee. Doctoral Committee chairs (Dissertation Advisors) must meet these advanced requirements and be Category I graduate faculty members. Faculty members meeting these three criteria shall be eligible to chair doctoral committees when:

Recommended by the doctoral program department chairperson to the College Graduate Studies Committee.

Recommended by the College Graduate Studies Committee to Graduate Council

Approved by Graduate Council.

To serve as a dissertation advisor, faculty must meet at least two (2) of the following criteria:

* Possess the qualifications (as recognized by the doctoral program director or college advisory committee) necessary to teach discipline specific doctoral level courses
* Past experience teaching doctoral level courses
* Past experience as doctoral dissertation advisor/director
* Past experience as doctoral dissertation committee member
* PI or Co-PI of current grant funding (or partially funding) a graduate student or students
* Peer reviewed scholarship in discipline-related areas

**Category IP (perpetual)**

For those full-service faculty who have previously earned Category I status and meet the requirements that follow, including faculty who may not have direct graduate program involvement but by virtue of research, scholarship, or grant activity serve to further the mission and goals of the College of Graduate Studies. New faculty are ineligible to apply.

**Basic Requirements**

Tenured, full-service faculty can be designated Category IP by providing evidence of scholarship and professional development in the field or discipline appropriate to graduate faculty membership requirements established by the College Graduate Studies Committee and meeting one of the following criteria:

1. Have earned the title of Professor while possessing Category I status, or
2. Have earned Category I status at least twice, one of which must have occurred after earning tenure status: or
3. Have been designated as a Distinguished Professor of Research by the university, with the designation being bestowed after earning tenure and earning Category I status.

**Voting Rights and Committee Privileges**

Full rights and privileges to serve in any designated area of graduate governance including, but not limited to, Graduate Council, graduate committees, and College Graduate Studies Committees.

**Term:** Ongoing for the faculty member’s career at the university

**Appointment:**  By Graduate Council (See II-D, Procedures to Acquire Category I Membership Status)

**Academic Entitlements and Restrictions**

To teach master's-level graduate students, serve as a member or chair master's committees.

To teach doctoral-level graduate students, serve as a member or chair doctoral committees.

**Category 2**

For full-service and part-time faculty who have an area of expertise and are current in a specific area of graduate level teaching.

Category 2 members who are employed full-time by the university who may participate fully in activities of graduate studies committees and may vote in graduate faculty meetings. Part-time category two faculty do not have these rights and committee privileges but may be appointed to serve on specific committees. All category two members may teach and supervise master’s level graduate work and serve as member of master's thesis committees.

**Basic Requirements**

Demonstrate evidence of scholarship and professional development path. Graduate Faculty may be approved with a master's degree plus 3 years of significant and relevant professional experience in lieu of terminal degree.

**Voting Rights and Committee Privileges**

May participate fully in activities of College Graduate Studies Committees, Graduate Council committees, and vote in graduate faculty meetings. Part time faculty members are excluded/restricted from participation in college graduate committees as well as Graduate Council.

**Term:** Five years and renewable.

**Appointment:** By the Dean of College of Graduate Studies upon recommendation of the chair of the department and Dean of the college.

**Academic Entitlements**

To teach master’s level graduate students and serve as a member on master’s thesis committees. Note: Category 1 is required to chair a master’s thesis committee, or to serve as a member on, or chair doctoral dissertation committees.

**Category 3**

For faculty of other universities or individuals from the community whose expertise may be appropriate to graduate program needs and who are working pro bono for YSU. Please see information under Graduate Faculty from Other Institutions and Experts for thesis and dissertation committee requirements

**Basic Requirements**

Demonstrate evidence of expertise in the particular area they are to serve. Graduate Faculty may be approved with a master's degree plus 3 years of significant and relevant professional experience in lieu of terminal degree.

**Voting Rights and Committee Privileges**: None

**Term:** Five years (or less depending on duties/rule) and renewable.

**Appointment**

By the Dean of the College of Graduate Studies upon recommendation of the chair of the department and the dean of the college.

**Academic Entitlements**

As determined by the Dean of the College of Graduate Studies in consultation with Graduate Council.

**Procedures to Acquire Category 1 Membership Status**

The faculty member submits the application and supporting documents to the department chairperson.

* In listing data justifying Category I membership, faculty must follow a standard format that meets their College’s guidelines. In regard to publications and other scholarly works, complete citation should be given following a bibliographic practice standard to the discipline. Each item should be identified as refereed or not refereed.
* Data submitted must be pertinent to the discipline in which the faculty member is seeking Category 1 membership and pertinent only to the time since any previous application (usually five years).
* Faculty bear the responsibility for explicitly justifying the relevance of submitted data whenever that relevance would not be obvious to any colleague outside their college and/or discipline.
* Departmental chairs are strongly encouraged to explicitly link the standards of the college and discipline to the data submitted in making evaluations of faculty for category I membership.

The department chairperson submits the application and a recommendation for Category 1 Membership to the College Dean and then the College of Graduate Studies Committee.

The College Graduate Studies Committee makes a recommendation based upon the Membership Standards Document of the college as filed with the College of Graduate Studies. The applicant shall be entitled to appear before the College Graduate Studies Committee. College Graduate Studies Committees are strongly encouraged to strictly enforce existing standards in evaluating faculty for category 1 membership.

The College of Graduate Studies will record the College Graduate Studies Committee action and forward approved applications to the Graduate Council members.

Graduate Council will review each application based on the Membership Standards Documents established by the College Graduate Studies Committees.

Graduate Council approves or disapproves the recommendation of the College Graduate Studies Committee. The Dean of the College of Graduate Studies notifies the applicant of the decision of Council. Faculty members may appeal decisions directly to Graduate Council.

**Procedures to Acquire Category IP Membership Status**

The faculty member submits the application and supporting documents

The College of Graduate Studies will review and verify information.

Graduate Council will be notified of the approval.

**Procedures to Acquire Category 2 Status**

1. The faculty member submits a CV to the department chairperson. The department chairperson submits the necessary materials and approves the Request for Category 2 Faculty Status via the following link: <https://forms.office.com/Pages/ResponsePage.aspx?id=F4pyOAeXSU-MmyecGkA4wbytpr6pxd9PpF4SkHrNkAVUQzAzMlpZSDAySjEwOUo5ME04Rlk2V0dHRCQlQCN0PWcu>
2. The college dean signs the request and forwards it to the Dean of the College of Graduate Studies.

**Procedures to Acquire Category 3 Status**

1. The faculty member submits the application and supporting documents to the department chairperson. The department chairperson approves the Request for Category 3 Faculty Status form along with all required documentation to the college dean.
2. The college dean signs the request and forwards it to the Dean of the College of Graduate Studies.
3. The Dean of the College of Graduate Studies acts on the request and notifies the faculty member, the department chairperson, and the college dean.

**Reciprocity Policy**

Youngstown State University has entered into an agreement with the Northeast Ohio Medical University, University of Akron, Cleveland State University, and Kent State University regarding reciprocal recognition of Graduate Faculty and appointment policies.