

Credit for Faculty Supervision and Evaluation of CHSS Graduate Students

This document establishes a College-wide policy for crediting faculty¹ involved in the supervision and evaluation² of CHSS graduate students at the masters and doctoral levels. It serves as a transitional arrangement until KSU evolves more fully into a comprehensive university with a typical balance of graduate and undergraduate programs and a workload that reflects that such supervision is a normal component of a faculty member's responsibilities. Until then, this policy provides participating faculty³ with a system for the accumulation of points that may later be redeemed with a view to enhancing faculty and/or student professional development. Since all graduate faculty members are eligible to participate in supervisions, it is anticipated that the policy will foster broader participation in this important activity than is currently the case. This policy applies to all full-time tenure-track and tenured faculty⁴.

Important Elements:

Faculty who accumulate 10 points (see below) may use them for a course reassignment⁵ or for professional development funds provided such funds are available (1 point = \$300).

Faculty may elect to redeem their points once allocated. If preferred, faculty may redeem proportional points for professional development rather than waiting to accumulate the full 10 points (e.g., 3 points = \$900 in professional development funds; point accumulation begins anew once faculty have redeemed all earned points).

The College will not authorize faculty to take more than one course reassignment per year through this policy even if faculty are supervising students in more than one CHSS program. The College will limit the professional development funds available to individual faculty members to the equivalent of 10 points per fiscal year (\$3000.00).

Funds may be used for professional expenses of any state-allowed nature, including, but not limited to, professional travel and travel-related meals, hotel room, flights, car rental, mileage, and conference fees; professional society dues; small equipment, supplies, and books used for teaching and/or research; professional publications; technology such as computers and software, etc. Funds must be spent within the normal constraints for using state money,

¹ While the focus of this policy is CHSS graduate faculty who contribute to the supervision and evaluation of students in CHSS graduate programs, it also applies to CHSS graduate faculty who supervise and evaluate students in the EdS and EdD programs offered through BCoE. KSU faculty members who are cross-appointed with CHSS are only eligible for the professional development component of this policy. The eligibility of KSU faculty who participate in graduate supervision and evaluation of CHSS graduate students but who are not cross-appointed will be determined on a case-by-case basis. In the latter case, faculty will be only eligible for the professional development component of this policy.

² Examples are detailed later in this document.

³ Faculty members with workloads that include the various supervisory and evaluation activities described in this document are not eligible to accumulate points through this program.

⁴ This policy supersedes all existing graduate course reassignment policies in the college. All course reassignments earned through previous program specific policies will be honored. The professional development fund is not available retroactively. This latter component will begin with new supervisions beginning in the Fall 2012 semester.

⁵ The department in which the degree program is housed will absorb the teaching reassignment. Programs not housed in departments (e.g., the PhD in Int'l Conflict Management) will absorb the teaching reassignment.

including spending deadlines. *Faculty members are encouraged to invest these funds in the educational and research mission by supporting graduate research assistants.*

Graduate programs should ensure that supervisions are distributed as openly, fairly, and evenly as possible within the program. Related to this is the expectation that all graduate programs will take reasonable steps to limit the number of supervisions undertaken by a single faculty member. This should be informed by a variety of factors, including the number of active supervisions assigned to the faculty member and the role played by the faculty member in those supervisions.

When and how a course is reassigned will be negotiated among the graduate program director, the Chair, and the faculty member, subject to approval by the CHSS Dean. Any reassignments should be clearly reflected in the FPA. In the case of joint appointments, both the Chair of the home department and the Chair of the joint-appointed department will be involved in the negotiation with the graduate program director and the faculty member. All reasonable efforts will be made to ensure that eligible faculty members receive a course reassignment provided notice of at least one academic year is given to the director of the affected program *and* there are no significant disruptions to the delivery of the program curriculum.

Each program director is responsible for developing a tracking system for the accumulated points, and for providing regular updates to faculty members and respective Chairs⁶.

Doctoral Supervision:

Faculty members in the role of lead supervisor/chair will receive 5 points for each supervision-to-successful completion of the dissertation for doctoral students (to be allocated at 1 point per year for up to 3 years and 2 points for successful completion).

1.5 points will be allocated for serving on a dissertation committee (at successful completion).

Dissertation committees should include no more than three CHSS faculty members⁷ (lead supervisor/chair and two committee members).

Masters Supervision:

Faculty members in the role of lead supervisor/chair will receive 2 points for each supervision-to-successful completion of a Masters level *final* thesis, paper, or project as required for successful program completion.

1 point will be allocated for serving on a Masters thesis committee (at successful completion).

⁶ Graduate Directors should share this information with faculty members and Chairs by December 1 of each academic year to facilitate discussion and possible inclusion of course reassignments in the FPA document.

⁷ Doctoral program(s) may elect to use external examiners.

Thesis committees should include no more than three CHSS faculty members⁸ (lead supervisor/chair and two committee members).

Directed Studies and Directed Applied Research

In keeping with the spirit of the CHSS “Guidelines for Faculty Credit in Directed Studies and Directed Applied Research with Undergraduate Students,” faculty members will receive up to 2 points for each supervision-to-successful completion of a directed studies paper or project. In cases where the student learning/mentoring is intensive and the benefit to faculty is low, 2 points will be credited. In cases where there is a shared benefit between the student and faculty member, 1 point will be credited. Finally, faculty involved in supervision and evaluation that generates moderate student learning/mentoring and high faculty benefit are invited to note this as either TSM or PS in their faculty review.

⁸ Masters programs may elect to use external examiners. Committees of two are acceptable. If co-supervisors/advisors/chairs are used, each member will receive two points. In such cases points will be awarded to a maximum of two faculty members.