

## MCN Guidelines for GRADUATE FACULTY Status

**Department/School: MENNONITE COLLEGE OF NURSING**

**Date: OCTOBER 8, 2002; Revised 10/06**

Candidates for status as a Full Member of the Graduate Faculty should have all the following requirements:

- a. Adequate training or education including terminal qualifications in nursing or related field
- b. Active participation in research including significant publications in nursing.
- c. Evidence of effective teaching at the graduate level
- d. Ability to supervise master's theses and doctoral dissertations
- e. Activities which are recognized or commended by professional organizations in nursing.

Candidates for status as an Associate Member of the Graduate Faculty should meet the following requirement:

Possess adequate training or education including the terminal degree in nursing or related field

### DEPARTMENT/SCHOOL PROCEDURES FOR NOMINATIONS

- A. **Process.** The criteria for approval as a member of the graduate faculty were developed by the members of the Mennonite College of Nursing (MCN) Graduate Program & Curriculum Committee (GPCC); approved by the Dean of MCN; and submitted for approval by the graduate faculty members in the College.
- B. **Committee.** Candidates seeking to join the graduate faculty as Full Members must be recommended by members of the MCN GPCC, who hold graduate faculty status. Committee recommendations for graduate faculty status must be submitted to the Dean no later than February 1 of each year. Recommendations for appointment as an Associate Member of the Graduate Faculty may occur as part of the process for appointment as a university faculty member.
- C. **Faculty.** Faculty Members will participate in the graduate faculty appointment process through the annual review of these guidelines. Members of the MCN GPCC will make recommendations to the MCN Dean on conferring graduate faculty status no later than February 1 of each year. After reviewing GPCC's recommendations, the Dean will recommend to the Graduate School MCN candidates for Graduate Faculty Status. No later than March 1 of each year, the Dean will submit to the Graduate School a list of continuing members and newly recommended members of the MCN Graduate Faculty.
- D. **Information Process.** The graduate faculty will review the MCN Guidelines for Graduate Faculty Status each year during a meeting of the MCN College Council. All faculty members will be eligible to participate in this meeting, however only faculty holding graduate faculty status will be eligible to vote on the proposed guidelines. New faculty member will receive copies of these guidelines during their orientation.
- E. **Appeal Process.** The appeal of a decision by the MCN GPCC to not recommend graduate faculty status will be heard by the Dean between February 1 and March 1. The appellant, the chair of the MCN GPCC, or designee, and the Dean will be present at the appeal.

### FINAL STEP

Department Chair/School Director submit nomination to the Graduate School after checking that nominee meets all Illinois State University criteria as well as any additional department/school criteria. Submission may be **either** upon hire or by yearly fall/spring dates (November 1/March 1) as determined by the Graduate Council Membership Committee.

Use the correct form for each nominee and attach their vita.

1. Upon Hire Form: [www.grad.ilstu.edu/faculty](http://www.grad.ilstu.edu/faculty)
2. Currently Faculty Form: [www.grad.ilstu.edu/faculty](http://www.grad.ilstu.edu/faculty)