



MEMORANDUM

TO: President Edward T. Foote II

FROM: Kamal Yacoub *Kamal Yacoub*
Chair, Faculty Senate

DATE: April 15, 1996

SUBJECT: Faculty Senate Legislation #95009(B) -
Definition of Graduate Faculty

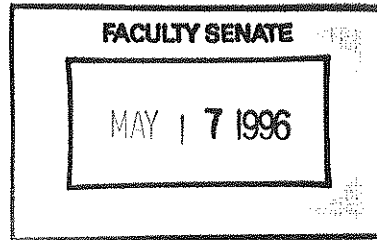
The Faculty Senate, at its meeting of April 1, 1996, voted to approve the following addition to the *Faculty Manual* as Section C1.9, Definition of Graduate Faculty, #95009(B):

"The Graduate Faculty of the University of Miami is composed of faculty members who have achieved the highest professional degree in their discipline or equivalent professional standing, have been appointed to the rank of assistant professor or above, have an avowed interest in graduate instruction, and are productive scholars. Members of the Graduate Faculty are appointed following nomination and appropriate review as provided in the Bylaws of the Graduate School. Faculty members have the right to forward their credentials to the Graduate Council for action."

This legislation is now forwarded to you for your action.

KY/b

cc: Provost Luis Glaser
Dean Tarek Khalil, Graduate School



Edward T. Foote II
President

M E M O R A N D U M

May 16, 1996

TO: Kamal Yacoub
FROM: Edward T. Foote II

A handwritten signature in dark ink, appearing to be "ETF", written over the "FROM:" line.

At the Provost's suggestion, I have decided to defer action on Faculty Senate Legislation #95009(B) concerning the Graduate Faculty.

As you most certainly know, there are other related issues that should be considered at the same time, and Luis will be doing that in the coming weeks.

ETF:LLS
cc: Luis Glaser

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CAPSULE: Faculty Senate Legislation #95009(B) - Definition of Graduate Faculty

RESPONSE BY THE PRESIDENT:

DATE: _____

APPROVED: _____

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

to give up to fund. 6) Are the longstanding differences in benefits something that can be rationalized within the concept of marketplace compensation differences? Any conclusions or changes will be shared with the Senate leadership and the Benefits Committee of the Board of Trustees.

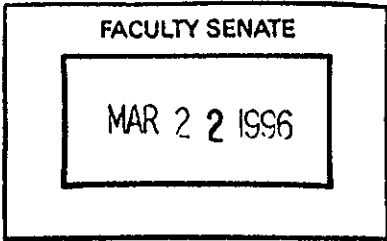
Several Senators expressed shock at the continuing inequities after being assured by the administration for many years that the practice no longer existed. It was suggested that other universities be consulted as to practices being followed elsewhere. Following an extended discussion, the President assured the Senate he will investigate the matter, consult with the Senate leadership, and ultimately take the information to the Board of Trustees for a resolution.

School of Education Report on the B.S. Ed. Degree

Dean Samuel Yarger presented the School of Education's proposal to reinstate the Bachelor of Science in Education degree. The distribution requirements for education majors were defined by Professor Scott Baldwin and a chart was distributed comparing those requirements to other schools at the University. They both explained that the B.S.Ed. degree had never been disestablished, and that the School faculty has improved over the past several years. The Senate agreed that the School of Education could grant the degree once again. However, it was suggested that the School should raise the SAT scores of its incoming students to improve the overall University SAT scores. Dean Yarger noted that the B.S. Ed. degree is only for a student pursuing a double major in the College of Arts and Sciences. It was *moved* and seconded to accept the school's report and thank the Dean for his forthrightness. The *motion carried*.

Definition of Graduate Faculty

The Chairman summarized the report of the ad hoc committee pertaining to the omission of language in the current *Faculty Manual* regarding the graduate faculty. He also requested that discussion on the Research Council be deferred to the April 29 Senate meeting. After a long discussion and several changes in the proposed language, the Senate approved the addition of the following paragraph C1.9 in the current *Faculty Manual*: "The Graduate Faculty of the University of Miami is composed of faculty members who have achieved the highest professional degree in their discipline or equivalent professional standing, have been appointed to the rank of assistant professor or above, have an avowed interest in graduate instruction, and are productive scholars. Members of the Graduate Faculty are appointed following nomination and appropriate review as provided in the Bylaws of the Graduate School. Faculty members have the right to forward their credentials to the Graduate Council for action."



To: Kamal Yacoub, Chairman
Faculty Senate

From: Kenneth J. Smith *KJ Smith*
Faculty Senator

Subject: Faculty Manual Legislation

Date: March 19, 1996

The following text is proposed legislation to be placed in the Faculty Manual. The current proposal reintroduces the language pertaining to the graduate faculty that was deleted from the current edition. These suggestions are based on the report of an ad hoc committee that included Professors Jay Savage, Donald Olson, Eugene Clasby and Kenneth J. Smith.

By Law B5.2, p 24 New Faculty Manual

"The Graduate School shall be considered a departmentalized school for the purposes of appointment and retention of administrative officers and the regular Consultative Committee shall be the chairs of all departments offering graduate degrees."

This is the current language in the New Faculty Manual and should remain unchanged.

C1.9 The Graduate Faculty [an addition]

The Graduate Faculty of the University of Miami is composed of faculty members who (1) have achieved the highest professional degree in their discipline or equivalent professional standing, (2) have been appointed to the rank of assistant professor or above in a department with Graduate School Programs and have an avowed interest in graduate instruction, and (3) are productive scholars. ~~Membership on the Graduate Faculty is periodically reviewed. (See "Policy Regarding Graduate Faculty," obtainable from the Vice President for Research and Dean of the Graduate School). It is the right of faculty members to have their credentials forwarded to the Graduate Council for action. Members of the Graduate Faculty are appointed following nomination and appropriate review as provided in the Bylaws of the Graduate School.~~

Dean of the Graduate School an *ex officio* member of the Research Council

The Research Council consists of members of the graduate faculty, each with a three year

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term, selected by the Executive Vice President and Provost from candidates nominated by the school councils. The schools to be represented and the number of representatives from each are designated by the Executive Vice President and Provost in consultation with the Faculty Senate. ~~The Dean of the Graduate School is an ex officio member of the Council.~~ The Vice Provost for Research is the Chair of the Council and an ex officio member.

cc: Tarek M. Khalil, Ph.D., P.E.
Dean, The Graduate School



Tarek M. Khalil
Dean

MEMORANDUM

September 16, 1994

TO: Dr. Kamal Yacoub, Chairman
Faculty Senate

FROM: Tarek M. Khalil, Dean
The Graduate School

A handwritten signature in black ink, appearing to be "Tarek M. Khalil", written over the printed name in the "FROM" field.

SUBJECT: Faculty Manual

I just received a copy of the revised Faculty Manual and it seems that the definition of "Graduate Faculty" was inadvertently dropped during the rearrangement of the manual. This definition which exists on pages 54 and 55 of the 1985 edition of the Faculty Manual (copy enclosed) is very useful to a new faculty member receiving the manual for the first time. It also defines the faculty of the Graduate School and the procedure for their appointment.

I would like to officially request that this section of the manual be reinstated in the appropriate place in the new manual.

Thank you for your effort and cooperation.

TMK/msb

Enclosure

cc: Dr. Donald Olson, Grad. Fac. Rep. to Faculty Senate
Dr. Kenneth Smith, Grad. Fac. Rep. to Faculty Senate

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participation in the internal government of the faculty of the School of Medicine, membership in the Faculty Club, Lowe Museum, and credit union, issue of identification cards, parking stickers, football tickets and bookstore discounts. All other benefits, for example, participation in University governance, tuition remission, sabbatical leave, participation in the University retirement and group insurance programs, which accrue to other full-time faculty, are expressly excluded.

D. Full-time faculty members of the University who transfer to and become employees of an affiliated institution shall become subject to the foregoing regulations at the time they are hired by the institution.

VII. PART-TIME FACULTY

A. Part-time faculty members are those employed to teach specific sections for a specific semester with the understanding at time of hiring of the intent that they not be considered full-time faculty. Part-time faculty members may work a full load during the semester and on occasion do teach the whole year but they are hired, as needed, on a semester-by-semester basis.

B. Part-time faculty members are entitled to the following privileges and benefits:

1. Any discounts which full-time faculty members are eligible to receive including bookstore purchases, football tickets, etc.;
2. Purchase of parking stickers;
3. Purchase of prescription medicines through the University Health Center;
4. 50% personal tuition remission at the University of Miami after one academic year of continuous employment at the University. Benefits are limited to seven credit hours per semester and four credit hours per summer session.

VIII. VOLUNTARY FACULTY

- A. The voluntary faculty is composed of those persons who teach, do patient care, and/or do research on a part-time basis, with or without pay, in the departments of the School of Medicine. Such persons normally hold the M.D. or Ph.D. degree.
- B. Voluntary faculty are entitled to purchase parking stickers, to issue of identification cards, and to certain discount privileges.

IX. GRADUATE FACULTY

The Graduate Faculty of the University of Miami is composed of faculty members who (1) have achieved the highest professional degree in their discipline or equivalent professional standing, (2) have been appointed to the rank of assistant professor or above in a department with Graduate School programs and have an avowed interest in graduate instruction, and (3) are productive scholars.

Membership on the Graduate Faculty is periodically reviewed. (see "Poli-

members to have their credentials forwarded to the Graduate Council for action.

Implementation of this policy shall be as follows: (1) Once each year the Vice President for Research and Dean of the Graduate School shall initiate via the department chairman, consideration of members of the department for initial appointments and reappointments to the Graduate Faculty. (2) Each application, both for initial appointment and reappointment, shall be accompanied by credentials requested by the Graduate School, including the vote of the Graduate Faculty of the Department and the recommendation of the chairman of that department.*

X. CLINICIAN-EDUCATOR FACULTY

A. Faculty members with such titles as "rank" of Clinical "name of department", (e.g. Professor of Clinical Surgery), are physicians who hold term appointments in the clinical departments of the School of Medicine. These are granted to physicians who choose to concentrate on clinical performance and its use as a teaching tool. Such faculty are full-time and, if salaried by the University, are subject to a ceiling. They are entitled to the perquisites of other full time faculty with the exception of award of tenure and participation in faculty government at the School and University level. This title shall be considered a modified title and therefore can not become a regular appointment.

B. A clinician-educator appointment to the faculty may be terminated at the close of any academic year by written notice, either by the University of intention not to appoint or by the faculty member not to return. A decision not to reappoint needs no justification. Such written notice by the University shall be given in accordance with the following standards:

1. Not later than March 1st of the first academic year of service, if the appointment is to expire at the end of that year.
 2. Not later than December 15 of the second year of academic service, if the appointment is to expire at the end of that year.
 3. After two or more years of service, at least twelve months before the expiration of an appointment.
- Notice of termination by a faculty member shall be given either six months prior to the termination of the appointment or by the times specified for the return of salary memoranda for the following year.*

XI. EMERITI FACULTY

A. Emeritus status is automatically conferred at the time of retirement upon all University of Miami faculty and academic administrative personnel who have held tenure at this University and who are other-

REVISED

CRITERIA FOR NOMINATIONS TO THE GRADUATE FACULTY

MASTERY OF SUBJECT MATTER

The nominee must have demonstrated his or her ability to master the subject matter of a given field. This competence will be evidenced by an earned doctoral or terminal degree, but the equivalent may be demonstrated in unusual circumstances.

SCHOLARLY WORK

The nominee must demonstrate that he or she has, within a period of five years preceding the application, produced an acceptable volume of original work, either alone or with students or associates. The quality of this output is to be judged by a committee appointed by the Dean of the Graduate School. This Committee will be encouraged to seek opinions from others in a similar field as the candidate. The Committee may consult with such individuals either on or off campus. If this documentation does not reveal significant intellectual contributions by the candidate, the application will be denied.

ABILITY TO SUPERVISE GRADUATE EDUCATION

The nominee is normally required at the time of nomination to have been recently engaged in research, teaching, and/or supervision of students' work at the graduate level. This requirement will be evidenced by the active supervision of graduate research projects in the laboratory, in the field, in the library or by conducting scheduled classes and seminars. Evidence that the nominee's teaching is successful in stimulating and guiding creative research should be provided by the nominee's sponsors.

CONTINUED QUALIFIABILITY

Renewal will be denied to any graduate faculty member who has failed to produce new work and who has not participated in graduate-level education within the five-year period preceding nomination for renewal. A partial waiver of these requirements may be granted by the Dean of the Graduate School and the Graduate Council in individual cases meriting exception. Department chairs should make every attempt to identify these cases and make appropriate recommendations.

REQUIREMENTS & GUIDELINES CLARIFICATION
REGARDING CRITERIA FOR NOMINATIONS TO THE GRADUATE FACULTY

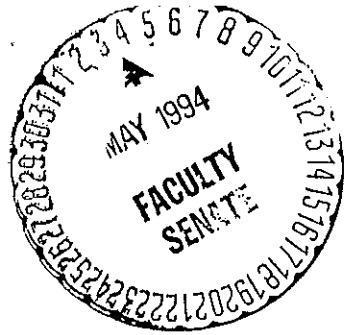
Requirements

Support for the nomination will normally include:

1. An up-to-date Curriculum Vitae in University of Miami format (including a complete publications list indicating all relevant page numbers).
2. A written supporting statement by the chairperson (not merely a "yes" or "no" vote). On close ballots, the chair should clearly explain his or her recommendation.

Guidelines

1. National or international refereed journals for which papers are critically reviewed represent satisfactory vehicles for publication. Abstracts, proceedings, oral presentations of articles and the like are not in themselves normally acceptable for graduate faculty qualification.
2. In fields where books or monographs on graduate-level topics are usual modes of scholarly publication (e.g., English, History, etc.), these are satisfactory evidence of academic creativity and graduate faculty qualification.
3. In areas where publication is not the usual mode of expression, (e.g., many of the Arts), other aspects of creativity (exhibits, performances, etc.) will be used as documentary evidence of scholarly work when supported by the faculty and chair's recommendation.
4. Evidence of ability to teach at the graduate-level shall be interpreted to include course offerings to medical or law students.
5. Research supervision experience shall be interpreted to include the supervision of postdoctoral fellows and other graduate or postgraduate level students.
6. First-time appointees to the UM faculty will be evaluated on their record prior to arrival at the University.
7. If recommended by their department faculty and chair, new faculty members who have recently completed their terminal degrees or those associated with new graduate programs who expect to be actively engaged in research and graduate student guidance will be given special consideration for an initial appointment.



CDFHI

MINUTES

GRADUATE FACULTY MEETING - MARCH 1, 1994

The meeting was opened at 3:00 p.m. by Dean Hecker with thirty-two members present. A summary of the major actions approved by Graduate Council from March 1993 to February 1994 was distributed.

The following graduate program review reports have been approved by Graduate Council:

- School of Communication - March, 1993
- IDS Ph.D. internal review - April 1993
- Marine Biology & Fisheries - May 1993
- Department of Sociology - December 1993

The following proposals have been approved by Graduate Council:

- M.S. with a Concentration in Quality Management - May 1993
- Ph.D. in Epidemiology - January 1994
- Ph.D. in Physical Therapy - January 1994
- Occupational Ergonomics & Safety (interdisciplinary concentration) - September 1993

Dean Hecker reported that a ballot was sent to Graduate Faculty members in October 1993 to determine if a separate Graduate Faculty should be maintained. 284 members voted yes and 61 voted no.

Upon recommendation of the Subcommittee on Programs and Degrees, the temporary cap for doctoral admissions to the Department of Electrical and Computer Engineering was removed by action of the Council.

A motion to approve all the actions previously approved by Graduate Council passed unanimously.

Dr. Hecker introduced Dr. Luis Glaser, Provost. Dr. Glaser announced that, effective June 1st, the Graduate School will have a new Dean, Dr. Tarek Khalil. He also congratulated Dr. Hecker for her leadership and excellent performance during her two-year term as Interim Dean of the Graduate School. All graduate faculty members joined the Provost in applauding Dr. Hecker.

Provost Glaser then introduced Dr. Tarek Khalil and congratulated him on being elected the new Graduate School Dean; the assemblage welcomed him with applause.

Minutes - Graduate Faculty Meeting

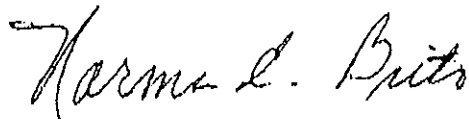
March 1, 1994

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Dr. Khalil said he was very happy for having been elected the new Graduate School Dean. He proceeded to ask all graduate faculty members to introduce themselves. He indicated that he has many productive plans to be implemented after June 1st, and asked for suggestions to enhance and support the Graduate School. Dr. Khalil also indicated that Dr. Hecker will continue working 25% of the time for one year and that there will be a new Associate Dean working full time in the Graduate School starting June 1, 1994.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Norma E. Brito". The signature is written in dark ink and is positioned above the printed name and title.

Norma E. Brito
Assistant to the Dean



FAX

FAX NO. (305) 284-5441

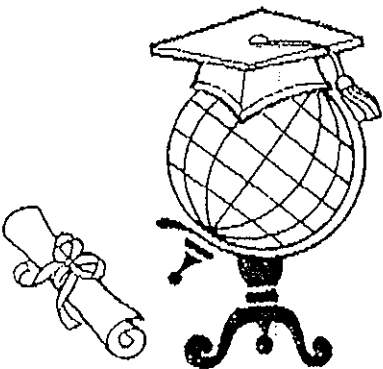
TO: Dr. K. Yacoub
Faculty Senate

FAX NO. 284-5515

FROM: Dr. Jo Anne K. Hecker/The Graduate School

DATE: May 3, 1994

PAGES TRANSMITTED: 3 (including this one)



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