

COLORADO SCHOOL OF MINES FACULTY SENATE MINUTES

April 23, 2002 -2:00 PM

Hill Hall Room 300

ATTENDEES: Curtis, Dickerhoof, Frost, Harrison, Illangasekare, Kee, Kidnay, Lu, Navidi, Nickum E. Pang and Ross

APOLOGIES: Olson

VISITORS: Phil Romig, Dean of Graduate Studies and Research

ANNOUNCEMENTS:

A. Faculty awards and promotion/tenure decisions will be announced April 24 at the Faculty Forum at 4:00 in Friedhoff Hall – Green Center. Beer, wine, and hors d'oeuvres will be served at 3:45.

APPROVAL OF THE MINUTES: The minutes of the April 16, 2002 Faculty Senate meeting were approved.

The following policy regarding the use of graduate students in teaching positions was approved by the Faculty Senate, 4/23/02

CSM Policy Regarding the Use of Graduate Students in Teaching Positions:

Introduction

CSM is a relatively small, technical university, which has historically enjoyed small class sizes, excellent student/faculty ratios, and a reputation for teaching excellence. Moreover, many of its programs have earned national and international reputations for research excellence, and indeed the current Institutional Strategy seeks "pre-eminence" in certain research thrust areas. Of particular note for this document is that Educational Innovation and Excellence are core missions of CSM.

Consequently, it is important for CSM to establish policies that will maintain the pedagogical benefits of a small-university environment, while at the same time promoting prominence in identified research areas. The staffing of undergraduate and graduate programs is a particularly important aspect of meeting these sometimes competing challenges, especially in times of financial austerity.

Policy

The policy of CSM is that undergraduate and graduate classes should be developed and taught by regular, tenured or tenure-track, faculty, and that faculty active in research should teach no more than two courses per semester, with one course per semester being more appropriate. However given the current and projected student populations, budgetary constraints, and the difficulty in some disciplines of attracting faculty, it may not be possible in all circumstances to achieve the two objectives concurrently.

Consequently situations will occur where some of our curriculum must be delivered by individuals who are not members of the regular faculty (i.e., adjunct faculty or graduate students). This need for non-faculty instructors varies greatly between different departments and divisions.

The following guidelines define the terms and conditions under which a graduate student may seek one of three appointments: Instructor/Lecturer, Graduate Teaching Fellow, or Graduate Teaching Assistant. Graduate students may not be employed as adjunct faculty.

Instructor or Lecturer

A small number of current or prospective students may wish to teach full time as their primary commitment to CSM while they work on a doctoral program part-time. It is the responsibility of the institution to ensure that such appointments enhance the quality of instruction for students in the classrooms and that these appointments are not used by departments or divisions for expedients such as saving money. To accomplish these goals, such individuals may be given Instructor/Lecturer appointments at CSM under the following conditions:

They must go through the full appointment process and meet all requirements specified in the Faculty Handbook. In the case of currently-enrolled graduate students, the requirement for advertising the position can be waived by the Vice President for Academic Affairs (VP AA). If the Instructor or Lecturer is, or expects to be, a part-time PhD student in the same department or division, the application package must include a waiver from the Dean of Graduate Studies as specified in Sec. 5.3.1 of the Faculty Handbook.

Graduate Teaching Fellow (GTF)

Some graduate students may wish to enter university faculty positions upon completion of their degree program. It is appropriate for the institution to give such students the opportunity for teaching experience to help them focus their career goals and prepare them for entry into such a position. It also is in the interest of the institution to have as many as possible of its graduates in positions of increasing influence in other premier universities. To accomplish those objectives while ensuring high-quality instruction, such students may be provided teaching opportunities coupled with competent guidance and close supervision.

Such students may be given Graduate Teaching Fellow appointments under the following conditions:

1. The student must be eligible for thesis only registration. The student must have the credentials defined in the faculty handbook for the Instructor position. Exceptions must be approved by the Dean of Graduate Studies and Research.
2. The position will be a graduate student appointment subject to the same policies and procedures as other, similar, graduate student positions, except that the compensation must be at least at the rate paid for non-CSM adjuncts teaching the same course.
3. The Teaching Fellow may be given significant opportunities to obtain teaching experience, including:
 - a. preparing or modifying syllabi, laboratory exercises, homework assignments, and examinations.
 - b. preparing and delivering lectures and supervising laboratory exercises,
 - c. meeting with students individually or in small groups,
 - d. grading laboratory reports, homework, and examinations.
4. The Teaching Fellow appointment must be made at least one month before the beginning of the period covered by the contract. In emergency circumstances the VPAA may make exceptions to this rule. The process for selecting and hiring such a student will be as follows: A student interested in a GTF assignment must submit a request to the Department Head or Division Director at least one month before beginning a GTF appointment. Based on the student's qualifications and a recommendation from the student's advisor, the Department Head or division director shall make the appointment and will assign a mentor for the GTF. The mentor may be the student's advisor or a faculty member coordinating multiple sections of the class the GTF is teaching.
5. The Department Head or division director will notify the Dean of Graduate Studies and Research of students receiving GTF appointments.
6. At the end of the calendar year, the Department Head or Division Director will provide a report to the Dean of Graduate Studies and Research documenting the performance of the students receiving GTF appointments. The Dean will consolidate that information and submit a written report to the Faculty Senate.

7. The department or division must provide responsible oversight for the class.

Graduate Teaching Assistant (GTA)

To allow faculty to use their time efficiently, it is appropriate for the institution to provide Graduate Teaching Assistants who can help with the routine mechanics of instruction. Such appointments will continue to be given to graduate students under the policies and procedures currently in place, including:

1. All full-time graduate students will be eligible, including undergraduate students in Combined Bachelor/Master programs who have been accepted into full graduate Status. Students will be selected and appointed by departments or divisions on the basis of their capabilities and need.
2. The duties of the GTA will be limited to setting up laboratory facilities, providing assistance to students in problem sessions and laboratory exercises, grading homework and exams, and other support duties as appropriate. Graduate Teaching Assistants will not deliver lectures, supervise laboratory exercises or be given other teaching duties.
3. Departments or divisions may make the appointments at any time using the standard Graduate Assistant contract forms and processes.
4. The same policies and procedures, including institutional compensation guidelines, will apply both to semester contracts with monthly stipends and to hourly contracts.

Meeting adjourned 1:30pm.