Graduate Faculty Status Review Template

Version 2.0

This template is meant to assist unit chairs/dean with the periodic review of the qualifications of each of their graduate faculty-eligible members as per Section 1.5.3 “Graduate Faculty Status” of the Faculty Handbook. Completed forms will be reviewed by the Dean of the Graduate School and will be used to update the listing of eligible Graduate Faculty.

This review shall take place every 6 years from the start of the member's eligible status as graduate faculty. To retain the status of Graduate Faculty, the unit chair/dean must circle at least one item in Section 1 and one item in Section 2 related to the faculty member under review.

1. Qualifications of Graduate Faculty. Does the faculty member under review meet one or more of the following criteria? (Circle all that apply.)
   a. Possesses experience and continued interest in the conduct of research.
   b. Has the necessary background for, and a continued interest in, teaching graduate courses.
   c. Has continuing interest in serving as a graduate student advisor.

2. Evidence of Qualifications. Does the faculty member under review meet one or more of the following criteria? (Circle all that apply.)
   a. Is currently involved in research work or graduate instruction or in advising graduate students.
   b. Regularly published articles in recognized journals having national distribution or books related to their field of study.
   c. Have earned the terminal degree in their field.

Response by reviewee:

Faculty members should indicate in writing below whether or not they concur with the unit chair’s/dean's review. If the faculty member does not concur, the member should support their argument with reasons, providing relevant evidence.
1.5.3 Graduate Faculty Status

A. Membership

The Graduate Faculty consists of tenured and tenure-track members of the academic faculty holding the rank of ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, or PROFESSOR who have been appointed by the Dean of the Graduate School. Tenured and tenure-track faculty who are awarded EMERITUS status upon retirement remain members of the Graduate Faculty.

The Dean of the Graduate School may also grant graduate faculty status to others with an ongoing professional relationship with Michigan Tech, including RESEARCH, PART-TIME, VISITING, or ADJUNCT faculty members, LECTURERS and INSTRUCTORS, RESEARCH ENGINEERS, and RESEARCH SCIENTISTS.

Under special circumstances, the graduate dean may appoint individuals with special technical expertise to the Graduate Faculty for a specific term and purpose, such as serving as a member of a student's advisory committee.

Graduate faculty members are eligible to teach graduate courses (5000 level and above), serve as examining members on Masters and PhD committees, and supervise Masters and PhD students.

Persons who are not members of the Graduate Faculty may teach 5000 and 6000 level courses only after obtaining written approval from the Dean of the Graduate School.

B. Qualifications of Graduate Faculty

1. Qualifications expected for graduate faculty appointment:
   a. Experience and continued interest in the conduct of research.
   b. The necessary background for, and a continued interest in, teaching graduate courses.
   c. Continued interest in serving as a graduate student advisor.

2. Evidence of Qualifications
Faculty may meet the qualification requirements if they:

a. Are currently involved in research work or graduate instruction or in advising graduate students.
b. Regularly publish articles in recognized journals having national distribution or books related to their field of study.
c. Have earned the terminal degree in their field.

C. Appointment Procedures

Graduate Faculty appointment and retention decisions are made by the Dean of the Graduate School with recommendations and advice from department chairs, deans of colleges and schools, and the Graduate Faculty Council.

Recommendation for Graduate Faculty status is made in writing by the department chair of the appropriate academic unit or by the dean of the appropriate School. These recommendations are forwarded to the college dean, where appropriate, and then to the Graduate Dean.

D. Review of Graduate Faculty

It is expected that department chairs/school deans will continually review the performance of all individuals holding graduate faculty status in their respective units using criteria outlined in Section B above.

When, in a department chair/school dean's professional judgment, a faculty member holding a graduate faculty appointment is no longer satisfactorily functioning in this capacity, s/he must recommend that the individual in question be removed from graduate faculty status. The Dean of the Graduate School may also initiate the removal process in consultation with the appropriate chair/dean. The Dean of the Graduate School will act on recommendations with the advice and consent of the Graduate Faculty Council.
HI Andrew,

Thanks for your email. We discussed graduate student exit form in "faculty and staff meeting" and the following concerns were brought forward:

1) Listing of all surplus chemicals or chemicals synthesized in a lab maybe a very challenging task as the numbers of chemicals used per person are very high. A typical Chemistry graduate student uses on an average of 100+ chemicals during his/her Ph.D. This chemical number can be upward of 250+ for students in synthetic labs (organic, analytical, and inorganic). This is further complicated by the fact that the same chemical in lab maybe used by more than 1 student.

We have a Chemistry department exit form that all graduating students have to fill out (see attached form). In addition, the supervisor verifies (on the same form) that all chemicals have been properly stored or waste generated has been properly disposed of.

2) We overwhelmingly agree that only the student, advisor, and department Chair should sign the document and not the department safety officer. **Rationale:** DSO will have to spend a substantial amount of time to verify if all the chemicals used by the graduate student have been properly disposed of or handed over (see point 1). It is not a practical solution for Chemistry department.

3) This is related to graduate students working as TA in lab. We have teaching labs with dedicated lab supervisors and graduate students work under their guidance. This assignment of student as TA can change every semester and by the time he/she graduate’s they may have worked in 4-6 different labs. In Chemistry it is the responsibility of the lab supervisor to monitor the TA and chemicals used in the lab. The students working as TA do a lab cleanup at the end of the semester and organize/dispose chemicals under the direct supervision of lab supervisors. Overwhelming suggestion is to have separate forms for TA and graduate students and responsibility left at lab supervisor level for TAs.

4) Minor: typo in the section "Did you use any chemical............

   "...has been properly disposed" **should be** "... has been properly disposed of."

Hope these points will fuel enough vigorous discussion on this very important topic.

If you have any questions or want more information please let me know.

Best Regards,

Ashutosh
Department of Chemistry
Exiting Graduate Student Checklist

☐ Complete the attached Individual Laboratory Employee Exiting Statement. Review with your advisor (lab supervisor) who will sign it when complete.

☐ Make an appointment for your exit interview (see Celine, Margaret, or Denise) with the Department Chair (Dr. Green).

Congratulations and best wishes from the faculty and staff of the Department of Chemistry!

EXIT INTERVIEW WITH DEPARTMENT CHAIR

(Student Name)

has completed all required exit tasks for the Department of Chemistry (see attached form). All information provided on the Graduate Student Exit Information form and the Individual Laboratory Employee Exiting Statement is true to the best knowledge of the student.

Student Signature

Date

Department Chair Signature

Date

✓ HAVE YOU COMPLETED THE FOLLOWING? (Staff will initial and sign as tasks are completed.)

☐ Returned all building and room keys* (Public Safety—bring signed receipt Chemistry office; Staff:______)

☐ Returned all borrowed theses and dissertations? (Staff:______)?

☐ Notified Student Records and Registration of your forwarding address?

☐ Paid any outstanding library or parking fines**?

*Unpaid fines can result in a hold on your account; transcripts and diplomas might not be issued!
Clean-up Policy for Exiting Laboratory Employees

This policy is applicable when an individual or an entire laboratory group vacates a research and development laboratory or pilot plant space. These exiting requirements also cover offices and all individual and shared storage areas used by the vacating laboratory occupants.

Scrap; hazardous materials including: chemicals, biohazards, radioactive materials; raw materials including solvents; experimental materials; product samples; equipment; animals.

Exiting employees must dispose of all chemical and other materials in accordance with Michigan Tech recommended practices and all Federal, State and Local regulations. For example, regulations developed by the Michigan Department of Environmental Quality and the Department of Transportation to meet requirements of the Resource Conservation and Recovery Act (RCRA) and the Hazardous Materials Transport Act (HMTA) deserve special compliance efforts. The Michigan Tech Waste Disposal Procedures outline compliance procedures for employees to follow in meeting these RCRA and HMTA regulations. Seek assistance from Michigan Tech staff groups such as Occupational Safety and Health Services.

Individuals and laboratory groups should carefully review all the materials they choose to retain or dispose of in the vacated space. **Individuals leaving a laboratory will complete all requirements on the Individual Laboratory Employee Exiting Statement.**

When an entire group vacates a laboratory space, the appropriate Laboratory Supervisor has the responsibility for completing all the requirements on the Exiting Statement.

It is the responsibility of the Department Chair to implement this policy and retain the Exiting Statement for a period of three years.

**INDIVIDUAL LABORATORY EMPLOYEE EXITING STATEMENT**

I have responsibility for cleaning my laboratory and related work areas before exiting. I have correctly labeled all chemicals and other materials before I disposed, transferred or retained them. I have removed or inventoried all of the following materials from my laboratory, and from individual and shared storage areas and office space:

- [ ] Scrap
- [ ] Hazardous materials including: chemicals, biohazards, radioactive materials
- [ ] Raw materials including solvents
- [ ] Experimental materials
- [ ] Product samples
- [ ] Equipment
- [ ] Animals

- [ ] I have turned in my laboratory notebook to my advisor.
- [ ] I have packaged, labeled, and disposed of all waste materials following the Michigan Tech waste disposal procedures. I have properly labeled and listed all retained chemicals and other materials in the laboratory space and attached the list to this form.

__________________________  ________________________
Employee Signature          Date

(Print Name)

__________________________  ________________________
Supervisor Signature        Date

(Print Name)

Exiting Lab Employees.lwp Revised 8/15/2012, 5:08:47 PM
Graduate Student Exit Form

Michigan Technological University

To be completed by all graduate students in the term they wish to complete their degree or leave the University. See Safety, Health and Environmental Policies: Section 3.3 Employees and Graduate Students Leaving the University or Department Transfers.

The graduate degree will not be awarded until this form is completed by the student and approved by the department.

Name: ___________________________ ID/M-number: ____________ Date: ____________

Department: ___________________________ Degree: ____________

Did you do research and/or teaching in a laboratory or a similar facility either on or off campus? 

- [ ] Yes
- [ ] No

(This does not include departmental computer labs or your office.)

List building(s) and room(s) including off-campus buildings and field sites where you did research/teaching.

- [ ] Yes
- [ ] No

List the equipment/instruments that you used (on and off campus) for your graduate research/teaching.

I certify that the equipment listed above has been cleaned as needed and is ready for the next user. Borrowed equipment, if applicable, has been returned.

Did you use any chemicals or other hazardous materials for your graduate research/teaching? 

- [ ] Yes
- [ ] No

(This includes but is not limited to paints, adhesives, solvents, fuel, radioisotopes, nanomaterials, biologicals, etc.)

I certify that all chemical/hazardous waste generated by my research/teaching has been properly disposed.

Are there any surplus chemicals in original containers remaining from your research/teaching? 

- [ ] Yes
- [ ] No

I certify that all surplus chemicals are listed below and are properly labeled, stored and reassigned.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Location (building room)</th>
<th>Transferred to (Responsible Person)</th>
</tr>
</thead>
</table>

Did you create or use any samples, standards, chemical aliquots, prepared reagents, stock solutions, working dilutions, products or other similar materials during your research/teaching? 

- [ ] Yes
- [ ] No

Will any of the items that you created or used during your research/teaching be retained for future research, teaching or use by others? 

- [ ] Yes
- [ ] No
I certify that all remaining samples and other materials that were used or created during my graduate work are properly labeled, stored and reassigned as described in the table below.

<table>
<thead>
<tr>
<th>Sample / Description</th>
<th>Location (building room)</th>
<th>Transferred to (Responsible Person)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that my office and other workspace(s) used during my graduate work are clean and ready for the next user. All unused materials, supplies and waste (including chemicals, samples, trash, scrap, etc.) have been reassigned, removed and/or properly disposed.

I agree to return my office and other workspace keys to Public Safety and Police Services before I leave the University.

Signed by:

Student (print / type name)  
Signature  
Date

Advisor (print / type name)  
Signature  
Date

Department Safety Officer (print / type name)  
Signature  
Date

Department Chair (print / type name)  
Signature  
Date
3.3 Employees and Graduate Students Leaving the University or Department Transfers

Policy: Department chairs are responsible for ensuring that each employee or graduate student has properly disposed of all scrap, raw materials, product samples, waste, and laboratory samples from their office and work areas prior to leaving the University or transferring to another department. Another department member(s) must accept responsibility for any equipment, unused chemicals, or product samples that are not disposed. An exit statement of compliance, including an inventory of all equipment and materials retained and the name of the person to whom they have been transferred, shall be made in writing by the department chair, signed by the exiting employee or graduate student, and kept on file for three years.
New Research Tuition Options

Original Proposal – Proposal Version A

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students who will now need to complete a minimum of 2 full-time semesters at regular tuition (18 credits minimum) for post-master’s students and a minimum of 30 credits for pre-master’s students before entering into research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.

Amended Proposal – Proposal Version B (difference from A is marked in green) (Proposed at September 2014 GFC Meeting)

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students who will now need to complete a minimum of 2 full-time semesters at regular tuition (18 credits minimum) for post-master’s students who did not complete their master’s degree at Michigan Tech and a minimum of 30 credits for pre-
master’s students before entering into research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.

Amended Proposal – Proposal Version C (difference from A is marked in green) (Proposed at October 2014 GFC Meeting)

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students. Post-master’s students who did not complete their master’s degree at Michigan Tech will need to complete a minimum of 18 credits at the 3000 level or above prior to entering research mode. Pre-master’s students will need to complete a minimum of 20 credits at the 3000 level or above before entering research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.