NOMINATION - MSU DENVER GRADUATE FACULTY APPOINTMENT (GFA)

MSU Graduate Studies

Faculty Member Name and ID#: _____

ORCID Number: _____

MSU Faculty Category of Employment: _____

Appointing Graduate Program: _____

Information about qualification criteria is posted on the following pages.
While all Graduate Programs will apply the rigor of assessment that is outlined below, it remains a program's prerogative to make and justify special exceptions.

		QUALIFICATION The specific minimum qualification score for a GFA is defined by each Graduate Program. Below are baseline requirements set by the Grad. Council. Note: At least one of the categories 1-4 must be included in the assessment!	**3**= Excellent; **2** = Satisfactory; **1**= weak, **0**= No or insufficient	
			Score	Justification if not self-explanatory in bio sketch or resume.
1	Traditional Credentials	Holds degree one above the degree level to which the students aspire or holds a Terminal Degree in the discipline.		
2		Possesses a doctoral degree outside of but *relevant* to the teaching or scholarly/research mentoring activity in the discipline.		
3		Has completed a minimum of 18 graduate credit hours in the discipline in which the instructor teaches *outside* the discipline in which the faculty member holds a doctoral or terminal degree.		
4	Knowledge and Disposition	Has at least two years of practical/non-academic "Tested Experience" relevant for the discipline and as defined by the graduate program or discipline accreditation agency.		
5		Possesses the knowledge, skills, and dispositions appropriate to the degree or graduate certificate to be awarded.		
6		Has prior experience in teaching or mentoring relevant to the discipline.		
7		Is engaged professionally with colleagues regarding the learning objectives for program graduates – Faculty Meeting etc.		
8		Is engaged in professional development related to the discipline and to strategies in teaching and learning.		
9		Is actively involved in research related to the program discipline.		
		Minimum Score for GFA set by Graduate Council	12	
		Minimum Score for GFA set Graduate Program		
		Final Faculty Score		

Submit to MSU Denver Graduate Studies together with nominee's CV, resume or bio sketch.

Date:_____ Program Director:_____ Program Director Signature_____

		Qualification Criteria	Explanations
1	Traditional Credentials	Holds degree one above the degree level to which the students aspire or holds a Terminal Degree in the discipline.	*Example:* For Social Work the Master's of Social Work is defined by the Accreditation Agency as the terminal degree, but some universities do offer Professional Doctorates in Social Work.
2		Possesses a doctoral degree outside of but *relevant* to the teaching or scholarly/research mentoring activity in the discipline.	For Social Work (*example*), a possibly acceptable doctorate degree could be in Sociology, Social Sciences or other relevant degrees such a JD, depending on the instructor's course assignment. A separate *example* could be an instructor in cyber security who holds a doctorate in Computer Science. Elements in this category might have to be combined with "Tested Experience".
3		Has completed a minimum of 18 graduate credit hours in the discipline in which the faculty member teaches *outside* the discipline in which the faculty member holds a doctoral or terminal degree.	An example could be an instructor with a degree in mathematics who wants to teach chemistry. If the person has taught graduate level chemistry already for a long time at another university, "Tested Experience" *might* be sufficient instead.
4	Knowledge and Disposition	Has substantial practical/non-academic "Tested Experience" relevant for the discipline and as defined by the graduate program or accreditation agency.	Such "Tested Experience" could be documented through employment records, task assignments as listed in CV etc. For example, a person with 20 years of experience in wastewater management could be a valuable instructor in a civil engineering course.
5		Possesses the knowledge, skills, and dispositions appropriate to the degree or graduate certificate awarded.	Could be documented through publications, presentations, awards and other honors.
6		Has prior experience in teaching/mentoring relevant to the discipline.	Could be documented through employment records and CV.
7		Engages professionally with colleagues regarding the learning objectives for program graduates – Faculty Meeting etc.	Faculty member is engaged with discipline specific duties such as career advising of students, contributions to faculty meetings etc.
8		Engages in professional development related to the discipline and to strategies in teaching and learning.	Demonstrates openness to continuous improvement through conference, workshop sand seminar attendance etc.
9		Conducts research in the discipline.	Holds recent grants or has/prepares publications in the discipline.

MSU Graduate Studies
DENVER

FUNCTIONS AND TIME LIMITS
Graduate Faculty Categories

MSU CAT I:
>Tenure-track (or probationary) faculty; or tenured faculty

MSU CAT II:
>Visiting Faculty, Professional in Residence, Lecturer, Senior Lecturer, Faculty Recruitment Incentive Program (FRIP) Lecturers, Research Faculty, Clinical Faculty

MSU CAT III:
>Part-time faculty hired to teach on a per credit hour basis for specific classes, as needed, usually on a semester-by-semester basis

CATEGORY II AND CATEGORY III FACULTY MAY BE QUALIFIED BASED ON:
1. Academic qualifications
2. Experience and accomplishments as practitioners, which can appropriately enrich the academic experience of MSU Denver students and provide a link to the communities they represent
3. Status as recent graduates of, or current students in, doctoral programs seeking experience and opportunity; or
   Work for a program or grant that spans an academic or a calendar year

GFA FUNTIONS	MSU CAT I	MSU CAT II	MSU CAT III
Grad. Course Director	Yes	Yes	No
Grad. Course Instructor	Yes	Yes	Yes
Primary Capstone Mentor	Yes	Yes	No
Co-Capstone Mentor	Yes	Yes	Yes
Committee Chair	Yes	Yes	No
Committee Member	Yes	Yes	Yes

Graduate Faculty Appointment Time Limits

MSU CAT I: Unless a program requests termination of a GFA, GFAs of MSU CAT I are permanent. Grad. Studies request notification if a faculty member leaves the university
MSU CAT II GFAs should be renewed every three years. Grad. Studies request notification if a faculty member leaves the university
MSU CAT III can be issued for one semester or for one academic year and can be renewed as necessary

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Graduate Degree Program	Graduate Program Specific "Tested Experience"
*Master of Business Administration *Master of Professional Accountancy	1. Work experience that is substantial in terms of duration and level of responsibility and clearly links to the field in which a faculty member is expected to teach. 2. Normally, to be considered substantial in duration and of a significant level of responsibility, the professional work experience shall have occurred over a period no less than 15 consecutive years and has resulted in accomplishing increased levels of responsibility such that, at a minimum, the experience has included senior level administrative responsibilities. (Note: Because Affiliate Faculty must re-apply every 3 years, they will submit a new resume that provides documentation of professional work experience.) 3. Exceptions must be approved by the Dean based on specific qualifications of the individual, time of hire, and/or departmental need.

*Master of Science in Clinical Behavioral Health (Emphasis in Addiction Counseling)	All non-core/non-tenure track or affiliate BHAM faculty must have relevant preparation and tested experience in relation to the courses they teach, as evidenced by the following:
	
	Holding at least a graduate (Master's) or professional degree/s from an accredited institution or training center in a field that supports the program's mission. Moreover, all non-core/non-tenure track or affiliate instructors identify with the counseling profession as evidenced by the following:
	1. Sustained memberships in professional counseling or addiction counseling organizations
	2. Earning up-to-date certifications and/or licenses related to their counseling specialty area(s). At least one of the following two licenses is required for all non-core/non-tenure-track or affiliate faculty:
	   a. A Licensed Addiction Counselor (LAC) must have a clinical Master's degree, meet all the Certified Addiction Specialist's Certification curriculum requirements set by the Colorado Office of Behavioral Health Administration, pass a national exam, and complete 2,000 training hours of supervised experience.
	   b. Licensed Professional Counselor (LPC) must hold a Master's degree in counseling from an accredited institution whose curriculum meets all the requirements of the Colorado Department of Regulatory Agency's (DORA) standards, pass a national counselor exam, and have at least two years and 2,000 training hours of supervised experience post-conferral of their master's degree.
	
	Active maintenance of certifications and/or licenses related to their counseling specialty area(s), which includes 20 hours of continuing education every year.
	
	Evidence/artifacts of sustained (a) professional development and renewal activities related to counseling, (b) professional service and advocacy in counseling, and (c) research and scholarly activity in counseling commensurate with their faculty role.

	The M.S. in Cybersecurity consists of three departments (Criminal Justice and Criminology, Computer Information Systems and Business Analytics, and Computer Sciences) across three colleges on campus. Each

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Master of Science in Cybersecurity *cont.*	department has its own standards for tested experiences. The following are the related fields of study for each department: For CJC, the related fields include Sociology, Psychology, Public administration, Criminology, Criminal justice, Justice studies, Law, Social work, and other degree determined by Department to be related. For CIS, the related fields are Information Technology, Information Systems Security, Information Sciences For CS, the related fields are Computing Fields, and other degree determined by Department to be related. If viable candidates with doctorates are unavailable to teach in the M.S. in Cybersecurity program, the program will seek faculty with a master's level education and at least four years of relevant tested experience to ensure students have instructors with the skills, knowledge, and diversity that promote student success and optimize learning. Relevant tested experience in the field is also defined by our program's three departments and aligned with university policy. Overall, tested experience in the field of cybersecurity is dependent on the nature of the tasks and responsibilities of the candidate and the course content. Tested experience includes but is not to limited to: For CJC, Sociology, Psychology, Public administration, Criminology, Criminal justice, Justice studies, Law, Social work, and other degree determined by Department to be related. For CIS, Security/risk analysis, asset management, systems administration for corporations and/or global military theatre. Security management, web and security for the USAF. For CS, Computing Fields, and other degree determined by Department to be related. And higher education cybersecurity teaching experience.
*****Master of Arts in Teaching** **Master of Education in Curriculum and Instruction**	Practical Experience (options) 5+ years providing trainings to teachers, school staff, and/or parents in relevant content 5+ years consulting with teachers to enhance classroom practice 5+ years work experience providing instruction, direct therapy, or related services Additional Certification (options) - National Board Certification - Mindfulness Based Stress Reduction Certification - GRACE Training in Compassion Based Interactions - Psychiatric consultation to Schools: Culturally Effective Suicide Prevention - Added endorsements in additional licensure areas Record of Scholarship (options) 10+ professional presentations 5+ professional publications

*Master of Science in Nutrition	The Department of Nutrition considers the following areas to be related fields of study: Dietetics, food and nutrition, food science/technology, public health nutrition, exercise science with a nutrition emphasis, education with a nutrition emphasis, nutritional biochemistry, family and consumer science, health sciences with a nutrition emphasis, epidemiology with a nutrition emphasis, and other nutrition-related fields. If viable candidates with doctorates are unavailable to teach in the MS in HND program, the program will seek faculty with a Master's level education and at least four years of relevant tested experience to ensure students have instructors with the skills, knowledge, and diversity that promote student success and optimize learning. Relevant tested experience in the field is defined by our program and aligned with university policy. Relevant tested experience in the field of nutrition and dietetics is predicated on the nature of the tasks and responsibilities of the candidate and the course content. Relevant experience includes but is not to limited to: clinical nutrition (inpatient or outpatient); community or public health nutrition; nutrition policy; clinical food service management; sports nutrition; global or international nutrition; food science; nutrition research; nutrition entrepreneurship; nutrition marketing and communications; nutrition education and/or counseling; school nutrition; higher education nutrition teaching.

*Master of Social Work	(see table below)

FIELD	INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
Social Work (Field Faculty)	MSW + 5	MSW + 5 + ABD	MSW + 5 + D	MSW + 5 + D
Social Work (except Field Faculty)	MSW + 2	MSW + 2 + ABD	MSW + 2 +D	MSW + 2 + D
Social Work (Legal Faculty)	**Cat II & Cat III** JD + 2; or MSW + 2	JD + MSW + 2; or MSW + 2 + ABD	JD + MSW + 2; or MSW + 2 + D	JD + MSW + 2; or MSW + 2 + D
Social Work (Research & Policy Faculty)	**Cat II** MSW + 2 **Cat III** Related MA + 2; or MSW + 2	MSW + 2 + ABD	MSW + 2 +D	MSW + 2 + D

Abbreviations: D = Doctoral degree; ABD = All but dissertation; + number= years of relevant professional or industry work experience

Master of Health Administration	The Master of Health Administration program considers the following areas to be related fields of study as it pertains to health administration. They include but are not limited to:
	Policy. Operations Quality Organizational development Law. Public health Finance Leadership and governance Ethics. Human resources Marketing Medical staffing Research Economics Strategy Insurance and billing The goal of the program is to employ faculty with the highest education and experience level possible. If faculty do not hold a terminal degree, the program will seek faculty with a Master's level education and at least four years of relevant Tested Experience to ensure students have instructors with the skills, knowledge, and experience, that promote student success and optimize learning. Relevant Tested Experience in the field of health administration is predicated on the nature of the tasks and responsibilities of the teaching candidate and the course content. Relevant experience includes but is not to limited to: health administration (hospital, clinics, medical offices, finance, insurers, marketing, medical staff), local, state, federal health related agencies, health entrepreneurship, health administration education, and health administration consulting.
*Master of Science in Speech Language Pathology	For clinical practice, all instructors must hold at least a Master's in speech- language pathology and certification of clinical competence. For academic coursework, the majority of courses have to be taught by instructors with doctoral degrees. Instructors who do not hold a doctoral degree and teach academic coursework must hold national certification of clinical competence in speech-language pathology and demonstrate no less than 3 years of ongoing clinical service delivery in a given practice area.

* These programs also require accreditation by a discipline-specific accreditation agency.