

GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT

CRITERIA AND STANDARDS

School of Nursing

Department Approval

Date approved by the Department: NA_____

[Name of Department Head], [signature of Department Head]: _NA_____

College Approval (if applicable)

Date approved by the College: _8-24-2009_____

Dr. Gregg Newschwander: _____
Signature

Graduate School Approval

Date approved by the Graduate Council: _12.09_____

George T. Flowers, Dean, Graduate School: _____

I. LEVELS OF MEMBERSHIP

The School of Nursing recognizes four level membership on the Graduate Faculty:

Level 0: The faculty member may serve on a Master of Nursing (MSN thesis, Evidence-based Project, non-thesis degree option) committee as an additional member beyond the three required members (Level 1, 2, or 2A), and may but may teach at the 6000 or 7000 level. They may not chair a MSN committee.

Level 1: The faculty member at the rank of Assistant Professor (or its equivalent) and above may teach at the 7000 or 8000 level, serve on masters and doctoral committees, and direct master's thesis. Research fellows may teach at the 6000 level and serve on both masters and doctoral committees, but cannot direct master's thesis.

Level 2: The faculty member may participate in the activities delineated for Level 1 and may also direct doctoral dissertations.

Level 2A: For full-time administrators, who originally held Level 2 membership, may direct master's level students, teach graduate courses, and be members of graduate committees at both masters and doctoral levels, but may not direct doctoral students. The faculty member may participate in all the activities delineated for Level 2, except for the direction of doctoral dissertations. Exceptions are permitted upon approval by the Dean of the Graduate School.

II. CRITERIA AND STANDARDS

Level 0

Initial Appointment Criteria

- A. The candidate must hold the master's degree or above in nursing or a related discipline and must have at least three years of experience in the field beyond the master's degree.
- B. The candidate must hold a full-time or affiliate position.

Reappointment Criteria

- A. Prior Service at Levels 0 or 1.
- B. The candidate has during the term of appointment contributed to the graduate program through:
 - 1. Serving in an active and positive fashion on MSN graduate advisory committees and demonstrating excellence in his/her discipline.

Level 1

Initial Appointment Criteria

- A. The candidate must hold the earned doctorate in the teaching discipline or a related discipline.
- B. The candidate should hold a full-time or affiliate tenure or non-tenure track faculty appointment at the rank (or its equivalent) of Research Fellow, Assistant Professor, or above.

Reappointment Criteria

- A. Prior Service at either Level 1 or Level 2.
- B. The candidate has during the term of appointment contributed to the graduate program through:

1. Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.

Or

2. Chairing or serving in an active and positive fashion on graduate advisory committees.
3. Must receive an approval from the school's graduate faculty member in terms of a majority vote.

Level 2

Initial Appointment Criteria

- A. The candidate must hold the earned doctorate in the teaching discipline or a related discipline.
- B. The candidate must hold a full-time or affiliate, tenure or non-tenure track faculty rank of Assistant Professor (or its equivalent) or above.
- C. The candidate should have at least three (3) years of experience participating regularly in a graduate program at Auburn or at another institution of higher education, or demonstrated in some other outstanding way her/his ability to direct graduate level research.
- D. The candidate should have served on at least three (3) different students' examining committees. These may be three (3) final master's examinations or three (3) doctoral examinations (general or final) or combinations of these.

NOTE: In rare cases, where the candidate has established a significant scholarly record and demonstrated in some other outstanding way her/his ability to direct doctoral students, the Graduate Dean may approve a reduction in the requirements for C and/or D above. Such strongly justified, written request must be supported by a majority vote of the department's Level 2 faculty and the department head.

- E. The publication requirement for initial appointment will be satisfied typically by publication of three (3) research articles in reputable refereed journals. The publication requirement for reappointment will be satisfied typically by publication of three (3) research articles in reputable refereed journals during the current term of appointment. The nominee should be the senior author on at least one (1) of these three (3) publications. "Reputable refereed journals" are those identified as such by faculty in the nominee's department of academic area. The research methodology in these articles should reflect methodology appropriate to the nominee's field. The publication of a book or research monograph can satisfy this requirement completely or in part if it makes a scholarly contribution to the author's field of specialization. Such publications must clearly demonstrate the author's research competence. In those areas where publication is not customarily the end result of scholarly and creative activity, evidence of comparable achievement suitable for establishing professional standing must be presented.

- F. The candidate should demonstrate other significant professional scholarly commitments. Evidence of other significant professional scholarly commitment involving anyone or any combination of such activities as (a) presenting papers before learned and professional organizations, (b) writing book reviews, scientific and industrial reports, short notes, popular articles, or similar materials, (c) rendering any type of consulting service which provides evidence of the scholar's professional standing and competence in his/her special field, (d) participating in the activities of appropriate scholarly scientific and professional organizations by holding offices or serving in other responsible capacities, (e) performing significant administrative duties connected with the graduate program of a department or of the university, or (f) attainment of extramural support that is evidence of professional standing.
- H. The faculty member must receive approval by the school's graduate faculty as evidenced by a majority vote in favor of appointment

Reappointment Criteria

1. During the present term of appointment, the candidate shall have met the criteria and minimal standards outlined under section E and F of Initial Appointment Criteria.
2. The faculty member must receive approval by the school's graduate faculty as evidenced by a majority vote in favor of appointment

Level 2A

Initial Appointment Criteria

Full-time administrators who originally held Level 2 membership are eligible.

Reappointment Criteria

Full-time administrators may continue as members of the graduate faculty without a vote by the Level 2 graduate faculty within the department and without having to satisfy the other usual Level 2 criteria. Administrators returning to full-time faculty assignments may retain their Level 2A membership for an additional 4 years to allow them time to restore their research, publication, and graduate teaching credentials to Level 2 reappointment requirements.

III. Term of Appointment

Level 0: The term of appointment shall be seven (7) years.

Level 1: The term of appointment shall be seven (7) years.

Level 2: The term of appointment shall be seven (7) years.

Level 2A: The term of appointment shall be a maximum of seven (7) years as long as the person remains a full-time administrator and may be retained for four (4) years after returning to full-time faculty assignment.

NOTE: A faculty member appointed to Level 1 may be nominated for Level 2 status at anytime. Faculty members serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last 6 months of their current term.

1. Contributions to the graduate program of the department through:
 - a. Maintaining a level of teaching quality commensurate with the departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations;
 - b. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member.
2. The candidate shall have a record of scholarly publication in reputable refereed journals that are identified by the faculty in the candidate's department. The publication of a book, book chapters or research monographs can be used to satisfy this requirement in part if such publications make a scholarly contribution to the author's field of specialization and clearly demonstrate the candidate's research competence.

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

Level 0: Procedures shall be the same as for Level 1; however, information supplied by the candidate shall be in the form of CV, which contains all pertinent information for ample review of credentials.

Level 1: The Department Head (Chair) or equivalent shall nominate candidates for initial appointment or for reappointment. The nomination dossier should contain a copy of the nominee's updated tenure and promotion document (as outlined in the Faculty Handbook, information to be supplied by candidate) or a current CV which contains equivalent material. The Department Head (Chair) or equivalent shall also complete a standard nomination form which outlines the department's criteria and standards and how the nominee has specifically met those criteria and standards. The Department Head (Chair) or equivalent in signing the nomination form certifies the accuracy of information contained in the nomination package and that the procedures, criteria and standards contained within the approved departmental plan have been followed and met. The Department Head (Chair) or equivalent will forward the nomination to the Graduate School for review and action by the Graduate Dean.

Level 2: Procedures shall be the same as for Level 1 with one additional exception. Prior to forwarding the nomination to the Graduate School, nomination materials shall be reviewed by all Level 2 graduate faculty members within the department. Following the review, the Department Head (Chair) or equivalent shall call for a vote by all Level 2 graduate faculty by secret ballot relative to support or non-support of the nomination. Nominees shall have the support of a majority of the current Level 2 graduate faculty within the unit. The results of the vote as well as the number of Level 2 graduate faculty within the unit shall be transmitted with the nomination materials to the Graduate School for review and action by the Graduate Dean.

Level 2A: Procedures shall be the same as for Level 1. The candidate shall request nomination via the Department Head (Chair) or equivalent.

V. APPEALS PROCESS

Those denied appointment or reappointment to the Graduate Faculty at Level 1 or Level 2 may appeal by letter to the Dean of the Graduate School. The letter shall have the approval of the department head/chair and the academic dean and shall detail reasons for the appeal. Appeals, based on procedural irregularity, will be reviewed by the Credentials Committee.