



DEPARTMENT  
OF PHARMACY  
CARE SYSTEMS

AUBURN UNIVERSITY  
HARRISON SCHOOL OF PHARMACY

**Date:** February 15, 2011

**To:** R.L. Evans, Dean and Professor

**From:** Salisa Westrick, Graduate Program Officer, Pharmacy Care Systems *SW*

**Subject:** Revision of the Graduate Faculty Criteria

**CC:** David Riese

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In response to the request from the Graduate School, the Pharmacy Care Systems Department has unanimously approved the attached Graduate Faculty Criteria. The new criteria are consistent with the Graduate School's guidelines. After obtaining your approval, please route it back to the PCS Department as the approved criteria must be reviewed by the credential sub-committee and approved by the Graduate Council before it becomes effective.

**GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT  
CRITERIA AND STANDARDS  
DEPARTMENT OF PHARMACY CARE SYSTEMS  
HARRISON SCHOOL OF PHARMACY**

**Department Approval**

Date approved by the Department: 2-15-11

Richard Hansen, Department Head: *R Hansen*

**College Approval**

Date approved by the School: 2/22/11

R. L. Evans, Dean: *R Lee Evans*

**Graduate School Approval**

Date approved by the Graduate Council: \_\_\_\_\_

George T. Flowers, Dean, Graduate School: \_\_\_\_\_

**I. LEVELS OF MEMBERSHIP**

The Department of Pharmacy Care System recognizes three levels of membership on the Graduate Faculty:

**Level 0:** The graduate faculty member may teach 6000- and 7000-level courses and may serve on master's and doctoral committees, but may not direct theses and dissertations.

**Level 1:** Faculty may teach at 6000-, 7000-, and 8000-level courses and may serve on master's and doctoral committees, and direct master's theses.

**Level 2:** Faculty may participate in all Level 1 activities and may direct doctoral dissertations.

**II. CRITERIA AND STANDARD**

**LEVEL 0**

**A. Initial Appointment**

- a. Hold a health professional degree and has relevant teaching/clinical experience and documented exceptional competency and achievement demonstrating knowledge of the literature of the discipline and ongoing student engagement in clinical practices OR
- b. Hold a PhD or EdD degree in the teaching or a related discipline

**B. Reappointment**

- a. Prior appointment to graduate faculty
- b. Candidate has, during the term of appointment, contributed to the graduate program through maintaining a level of quality commensurate with peers in graduate courses and in service on graduate committees. To determine if the candidate is qualified for reappointment, the Department Head shall seek input from Level 1 or Level 2 graduate faculty members who have frequent interactions with the candidate.

**LEVEL 1****A. Initial Appointment**

- a. The candidate must have a research-based doctorate in his/her area of specialization or must have a health professional degree with commensurate research experience and achievements. AND
- b. The candidate must have a tenure or tenure-track faculty appointment at the rank of assistant professor or higher with the Harrison School of Pharmacy.

**B. Reappointment**

- a. The candidate must have a record of prior service at either Level 1 or Level 2.
- b. The candidate has, during the term of appointment, contributed to the graduate program through:
  - i. Maintaining a level of teaching quality commensurate with the departmental peers in graduate courses as evidenced by relevant teaching evaluations.
  - ii. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member.
  - iii. The candidate should demonstrate significant professional scholarly commitment. Evidence of significant professional scholarly commitment may involve any one, or any combination, of such activities as a) presenting papers before professional organizations; b) writing book reviews, scientific and review articles, or similar materials; c) attainment of extramural support; and d) demonstrating outreach activities through writing and/or presenting continued professional education.

**LEVEL 2****A. Initial Appointment**

- a. The candidate must have a tenure or tenure-track faculty appointment at the rank of assistant professor or higher with the Pharmacy Care Systems Department.
- b. The candidate must have a research-based doctorate, two or more years of post doctoral or faculty experience, and demonstrated independent scholarly productivity. Productivity will be evidenced by at least two of the following criterion: a) has initiated independent research project(s); (b) showed scholarly achievement through publication of research articles in peer-reviewed journals; (c) submitted and received competitive grants; and/or (d) demonstrated supervisory or advisory experience in guiding graduate student research.

**B. Reappointment**

- a. The candidate must currently hold Level 2 graduate faculty status.
- b. The candidate's productivity must be evidenced by at least two of the following criterion since the time of last appointment to Level 2:
  - i. has maintained independent research project(s);
  - ii. have a minimum of three refereed publication;
  - iii. submitted and received competitive grants.

- c. The candidate shall have served on, or chaired, three graduate thesis or dissertation committees since the time of last appointment to Level 2.

### III. TERMS OF APPOINTMENT

- Level 0:** The term of appointment is seven years. Application should be made prior to assuming Level 0 responsibilities. Those appointed to Level 0 may be nominated for reappointment at Level 0 during the last 6 months of the current term.
- Level 1:** The term of appointment is seven years. Those appointed to Level 1 may be nominated for reappointment at Level 1 during the last 6 months of the current term or may be nominated for Level 2 status at any time.
- Level 2:** The term of appointment is seven years. Those serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last 6 months of the current term.

### IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

#### LEVEL 0

**A. Initial Appointment**

The Department Head shall notify candidates who meet the criteria for initial appointment to apply for initial appointment. The Department Head will submit the vita with his/her recommendation to the Graduate School.

**B. Reappointment**

The Department Head shall notify candidates to apply for reappointment. Information to be supplied by the candidate includes the current curriculum vitae and at least one recommendation letter from a Level 1 or Level 2 graduate faculty. The Department Head will submit application materials to the Graduate School for action by the Dean of the Graduate School.

#### LEVEL 1

**A. Initial Appointment**

The Department Head shall notify candidates who meet the criteria for initial appointment to apply for initial appointment. Application will be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified by the Graduate School when the application has been completed.

**B. Reappointment**

The Department Head shall notify candidates to apply for reappointment. Application will be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified by the Graduate School when the application is complete. The application material will be made available to all Level 1 and 2 faculty. Input will be solicited from faculty and a vote is taken. Approval requires an affirmative vote by a majority of the voting faculty. Departmental approval or rejection will be reported to the Graduate School.

#### LEVEL 2

**A. Initial Appointment**

The Department Head shall notify candidates who meet the criteria for initial appointment to apply for initial appointment. Application will be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified by the Graduate School when the application has been completed. The application material will be made available to Level 2 faculty. Input will be solicited from faculty and a vote is taken. Approval requires an affirmative vote by a majority of the voting faculty. Departmental approval or rejection will be reported to the Graduate School.

#### **B. Reappointment**

The Department Head shall notify candidates to apply for reappointment. Application will be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified by the Graduate School when the application is complete. The application material will be made available to all Level 2 faculty. Input will be solicited from faculty and a vote is taken. Approval requires an affirmative vote by a majority of the voting faculty. Departmental approval or rejection will be reported to the Graduate School.

#### **V. APPEALS PROCESS**

Faculty 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. Appeals must be processed through the Department Head and the Dean of the College and then forwarded to the Graduate School. Appeals will be reviewed by the Credentials Committee of the Graduate Council and a recommendation will be made to the Dean of the Graduate School. The Dean of the Graduate School will approve/disapprove the appeal.