



AUBURN UNIVERSITY  
HARRISON SCHOOL OF PHARMACY

**DATE:** January 4, 2021

**TO:** Richard A. Hansen, Dean and Professor **RAH**

**FROM:** Scott Penzak, Department Head of Pharmacy Practice *SP*

**SUBJECT:** Graduate Faculty Criteria for Dept. of Pharmacy Practice


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In response to the request from the Graduate School, the Department of Pharmacy Practice has unanimously approved the attached Graduate Faculty Criteria. These criteria are consistent with the Graduate School's guidelines.

**GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT CRITERIA AND  
STANDARDS  
DEPARTMENT OF PHARMACY PRACTICE**

**Department Approval**

Date approved by the Department: January 13, 2021

Scott Penzak, Department Head: 

**Harrison School of Pharmacy Approval**

Date approved by School: January 27, 2021

Richard Hansen, Dean: 

**Graduate School Approval**

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

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

**I. LEVELS OF MEMBERSHIP**

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

**Level 0:** The graduate faculty member may teach 6000-, 7000-, and 9000-level courses and may serve on masters and doctoral committees, but may not direct theses and dissertations.

**Level 1:** Faculty may teach at the 6000-, 7000-, 8000-, and 9000-level courses and may serve on masters and doctoral committees and may direct masters' theses.

**Level 2:** Faculty may participate in all level 0 and level 1 activities and may direct doctoral dissertations.

## **II. CRITERIA AND STANDARDS FOR INITIAL APPOINTMENT AND REAPPOINTMENT**

### **Level 0**

#### **A. Initial Appointment**

- a. The candidate must hold a Pharm.D., and/or a PhD in a teaching or health-related discipline **OR**
- b. The candidate must hold a health professional degree with relevant teaching/clinical experience.

#### **B. Reappointment**

- a. The candidate must have had a prior appointment to graduate faculty during which they contributed to the professional and/or graduate program(s) as evidenced by relevant student and/or peer feedback.

### **Level 1**

#### **A. Initial Appointment**

- a. The candidate must have a full-time, tenured or tenure track appointment at the rank of Assistant Professor or higher **AND**
- b. The candidate must have a research specialty, and a doctorate degree in a health sciences-related discipline.

#### **B. Reappointment**

- a. The candidate must have had a prior appointment to graduate faculty at level 1 or level 2 **AND**
- b. The candidate has, during term of appointment, contributed to the graduate program (defined here as MS and PhD courses) by maintaining a level of teaching commensurate with departmental peers in graduate courses as evidenced by student and/or peer feedback.
- c. The candidate has, during term of appointment, contributed in an active and positive fashion to a graduate advisory committee (or committees) as chair or member.

### **Level 2**

#### **A. Initial Appointment**

- a. The candidate must have a full-time, tenure or tenure track appointment at the rank of Assistant Professor or higher **AND**
- b. The candidate must have a research specialty and a doctorate degree in a health sciences-related discipline. The candidate must also have two or more years of post-doctoral or faculty experience and demonstrated independent scholarly productivity.

#### **B. Reappointment**

- a. The candidate must have had a prior appointment to graduate faculty at level 2 graduate faculty status **AND**
- b. The candidate's productivity must be evidenced by the following criteria since the time of last appointment at level 2:
  - i. Has maintained independent research project(s);
  - ii. Has shown scholarly achievement through publication of research articles in peer-reviewed, indexed journals
  - iii. Has submitted for- or received extramural research funding
  - iv. Has demonstrated supervisory or advisory experience in guiding graduate student research
  - v. Has maintained a level of teaching commensurate with departmental peers in graduate courses as evidenced by student and/or peer feedback

### **III. TERMS OF APPOINTMENT**

**Level 0:** The term of appointment is seven years. Application should be made prior to assuming level 0 responsibilities. Those serving at level 0 may be nominated for reappointment at level 0 during the last six months of their appointed term.

**Level 1:** The term of appointment is seven years. Application should be made prior to assuming level 1 responsibilities. Those serving at level 1 may be nominated for reappointment at level 1 during the last six months of their appointed term, or they may be nominated for level 2 status (i.e. as a new appointment) at any time.

**Level 2:** The term of appointment is seven years. Those serving at level 2 may be nominated for reappointment at level 1 or level 2 during the last six months of their appointed term.

### **IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT FOR ALL LEVELS (0, 1, AND 2)**

#### **A. Initial Appointment**

The Department Head shall notify candidates who meet criteria for initial appointment to apply for initial appointment. The Department Head will submit the candidate's curriculum vitae (CV) with his/her recommendation to the Graduate School. Application will be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. The candidate will supply a copy of their CV and any additional information required by the Graduate School. The Department Head will be notified by the Graduate School when the application has been completed, and he/she will supply his/her recommendation to the Graduate School for action by the Dean of the Graduate School.

**B. Reappointment**

The Department Head and/or the Dean of the Graduate School shall notify candidates to apply for reappointment. The candidate will supply a copy of their CV and any additional information required by the graduate school. The Department Head will supply his/her recommendation to the Graduate School for action by the Dean of 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 of Pharmacy Practice and the Dean of Harrison School of Pharmacy 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/disprove the appeal.