


**Graduate Faculty
Appointment and Reappointment
Criteria and Standards
(Revised October 2018)
Department of Biosystems Engineering
College of Agriculture**

Date Approved by Department: October 5 2018

Department Head: Oladiran Fasina 

Date Approved by Graduate Council: _____

Dean, The Graduate School: _____

I. Levels of Membership

The Department of Biosystems Engineering will recognize one level of membership on the Graduate Faculty that allows faculty member to teach graduate-level courses, serve on Master's and Doctoral advisory committees, direct Master's theses and Doctoral dissertations.

II. Criteria and standards for Initial Appointment and Reappointment

Requests for appointment to the Graduate Faculty can be made at any time and should be directed to the department head. Appropriate action by the department head should be taken within three (3) months after the request has been submitted.

The candidate must meet the criteria listed below for appointment.

Initial Appointment Criteria

- a) The candidate must have a Ph.D. degree.
- b) The candidate must be appointed to the rank of Assistant Professor (or equivalent) or higher.
- c) The candidate must have demonstrated a level of scholarly productivity commensurate with appointment to the rank of Assistant Professor or higher. This will typically be demonstrated by publication of at least three (3) articles in refereed scientific publications.
- d) Voting by the current graduate faculty members in the department is not required for initial appointment.

Reappointment Criteria

- a) Prior service on the Graduate Faculty
- b) The candidate has during the term of appointment contributed to the graduate program through teaching and/or service on advisory committees, and has maintained a high level of scholarly productivity. At a minimum, this will require publication of at least five (5) articles in peer reviewed scientific publications within the past seven (7) years.
- c) Individuals with full time Administrative positions are also eligible for reappointments.
- d) Reappointment must be approved by majority vote of current graduate faculty members in the department after reviewing the current CV of the candidate.

III. Term of Appointment

The term of appointment shall be seven (7) years

IV Procedures for Nomination: Initial Appointment and Reappointment

Initial Appointment

The Department head shall notify candidates to apply for initial appointment. Application should be made by the candidate via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate will consist of their current curriculum vitae. The Department Head will be notified of the application. Voting by the current graduate faculty members in the department is not required for initial appointment. Approval or rejection will be submitted by the Department Head to the Graduate School for action by the Dean of the Graduate School.

Reappointment

The Department head shall notify candidates to apply for initial appointment. Application should be made by the candidate via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate will consist of their current curriculum vitae. The Department Head will be notified of the application. Reappointment must be approved by majority vote of current graduate faculty members in the department after reviewing the application material. Approval or rejection will be submitted by the Department Head to the Graduate School for action by the Dean of the Graduate School.

IV. Temporary Appointment for Specific Assignments

Faculty members (including who are not members of the Graduate Faculty may teach graduate level courses or serve on Master's and Doctoral advisory committees as appropriate to their qualifications with approval for specific assignments.

Approval Process

- a) The faculty member submits a written request to teach a graduate course or serve on graduate advisory committee.
- b) The department head reviews the request to determine that the faculty member has the expertise appropriate for the relevant course content or research project.
- c) Voting by current graduate faculty members in the department is not required for temporary appointments. .
- d) The approved request is submitted to the Dean of the Graduate School for approval.
- e) The term of appointment is renewable, and shall be determined based on the nature of the work to be conducted but will not be more than 3 years per term.

V. Appeals Process

Candidates who believed they have been denied appointment or reappointment to the Graduate Faculty due to procedural irregularity may appeal in writing to the Dean of the Graduate School. The letter shall detail reasons for the appeal and should be sent through the department head and academic dean. It will be reviewed by the Credentials Committee, which will make a recommendation to the Graduate Council.