

Graduate Faculty  
Appointment and Reappointment  
Criteria and Standards

Department of Chemistry and Biochemistry

College of Science and Mathematics

Date Approved by Department: June 12, 2011

Department Chair: Prof. J.V. Ortiz

Date Approved by Graduate Council:

Dean, the Graduate School:

I. Levels of Membership

The Department will recognize three levels of membership on the Graduate Faculty.

Level 0: The faculty member may teach at the 6000 and 7000 level with consent of the Chair and may not serve on masters or doctoral committees.

Level 1: The faculty member may teach at the 6000 and 7000 level, may serve on both masters and doctoral committees and may direct masters theses.

Level 2: The faculty member may participate in the activities delineated for Level 1 and may also teach at the 7000 level and direct doctoral dissertations.

II. Criteria and Standards for Initial Appointment and Reappointment

*Level 0*

*Initial Appointment*

*A. Terminal Degree Recognized by the Department*

*Reappointment*

*A. Prior Service at Level 0, Level 1 or Level 2*

*B. Candidate has during the term of appointment contributed to the graduate program through maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant peer and student evaluations*

Level I

Initial Appointment

A. Terminal Degree Recognized by the Department

B. Faculty Appointment at the Rank of Assistant Professor or Above

## Reappointment

A. Prior Service at Either Level 1 or Level 2

B. 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~~ *peer and student evaluations*

and

2. Contributing in an active and positive fashion to graduate advisory committees served upon

or

3. Providing sound and competent direction to students directed at the masters level.

## Level 2

### Initial Appointment

A. The candidate should hold the highest degree commonly awarded in the field (normally the doctorate). If the candidate does not have this degree, exceptional achievement is expected.

B. The candidate must hold faculty rank of assistant professor or above.

C. The candidate should have three (3) years of experience participating regularly in the graduate program of the candidate's department 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) 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 requests must be supported by a majority vote of the department's Level 2 faculty and the department head.

E. The candidate shall have a record of scholarly publication. The publication requirement will be satisfied typically by publication of at least three (3) full-length research articles in reputable refereed journals. ("Reputable journals" are those identified as such by faculty in the nominee's department or academic area.) The research methodology in these articles should reflect methodology appropriate to the nominee's field. The nominee must be the senior author on at least one of these

publications. 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 commitment. Evidence of other significant professional scholarly commitment involving any one, or any combination of such activities as (a) reading 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 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.

#### Reappointment

During the present term of appointment, the candidate shall have met the criteria and minimal standards outlined under sections E and F, Criteria and Standards for Initial Appointment.

### III. Term of Appointment

Level 0: The term of appointment shall be three (3) years

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

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

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.

### IV. Procedures for Nomination: Initial Appointment and Reappointment

Level 0: The Department Chair shall with the consent of the Graduate Program Committee 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 Chair 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 Chair 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 Chair will forward, the nomination to the Graduate School for review and action by the Graduate Dean.

Level 1: The Department Chair 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 Chair 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 Chair 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 Chair 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 step. Prior to forwarding the nomination to the Graduate School, a summary of the nomination materials shall be reviewed by all Level 2 graduate faculty members within the department.
- Following that review, the Department Chair shall call for a vote by all Level 2 graduate faculty by secret ballot relative to support or non-support of the nomination. 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.
- NOTE: Nominees shall have the support of a majority of the current Level 2 graduate faculty within the unit.