

**GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT  
CRITERIA AND STANDARDS  
DEPARTMENT OF CURRICULUM AND TEACHING  
COLLEGE OF EDUCATION**

**Department Approval**

Dr. Paul Fitchett, Department Head: Paul Fitchett

Date: 4/13/2023

**Graduate School Approval:**

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

Date: \_\_\_\_\_

**LEVELS OF MEMBERSHIP AND TERMS OF APPOINTMENT**

The Curriculum and Teaching Department recognizes three levels of membership within the Graduate Faculty:

**Level 0 (3 Years):** The instructor may teach at 6000 level and above and serve on master's committees.

**Level 1 (7 Years):** The faculty member may teach at 6000 level and above, serve on master's and doctoral committees, direct master's theses, and advise master's and doctoral students. In addition, the faculty member may Co-Chair dissertations with a Level 2 faculty member.

**Level 2 (7 Years):** The faculty member may participate in the activities delineated for Level 1 and chair doctoral dissertations.

**CRITERIA, STANDARDS, AND PROCEDURES: APPOINTMENT AND REAPPOINTMENT**

**Level 0**

**Initial Appointment:** Nominees must have the highest terminal degree commonly awarded in their field (typically the doctorate) and hold the rank of Instructor, Visiting Faculty, or Adjunct.

**Procedures:** The Department Head will notify candidates to apply for initial appointment. Information to be supplied by the candidate includes current curriculum vitae. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita.

The Department Head, upon recommendation by the tenured faculty in the program area, will submit application materials to the Graduate School for action by the Dean of the Graduate School. Application should be made prior to assuming teaching responsibilities. There is no faculty vote for this level.

**Reappointment:** Nominees must have (a) taught a 6000 level or above course, and (b) have an administrative annual review of "meets expectations" or above. Candidates must be

recommended for reappointment by the tenured faculty in the program area and the Department Head. Level 0 appointment may be renewed annually upon recommendation of the tenured program faculty for a maximum of five years. Reappointment beyond that five-year period will require a 2/3 vote of the Graduate Level 2 faculty in the department.

**Procedures:** The Department Head will notify candidates to apply for reappointment. Candidates should submit information of performance at or above a level that satisfies standards for the department. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita.

The Department Head, upon recommendation by the tenured faculty in the program area, will submit application materials to the Graduate School for action by the Dean of the Graduate School. **\*Reappointment only available to NTT not required to seek promotion.**

### **Level 1**

**Initial Appointment:** Nominees must have the highest terminal degree awarded in their field (typically the doctorate) and hold the rank of Instructor, Visiting Professor, Adjunct, Lecturer, Assistant Professor, Associate Professor, or Professor either on a tenure or non-tenure track appointment. Clinical and Research Faculty are eligible for Level 1 appointments. **\*Tenure track faculty are required to be appointed to Level 2 prior to applying for Tenure & Promotion.**

**Procedures:** Upon consultation with program faculty, the Department Head will notify candidates to apply for initial appointment. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita. Information to be supplied by the candidate includes current curriculum vitae in compliance with that described in the Faculty Handbook. The Department Head will be notified of the application. Application should be made prior to assuming teaching responsibilities.

**Reappointment:** Nominees must have (a) prior services at Level 1 or higher, and (b) have been active by teaching 6000 level and above AND at least one of the following: a) serving on master's and/or doctoral committees, b) directing master's theses, or c) advising master's and doctoral students. **\*NTT may be reappointed to level 1. TT faculty must seek level 2 appointment**

**Procedures:** Same as procedures for Level 1 Initial Appointment

### **Level 2**

**Initial Appointment:** In addition to the criteria for nominees at Level 1, nominees must (1) have at least three years' experience participating regularly in a graduate program in the Department of Curriculum and Teaching or at another institution of higher education, (2) have served on the advisory committee of at least three graduate students, either at Auburn or at another institution of higher education and (3) have demonstrated their ability to engage successfully in

scholarship. **\*Tenure track faculty are required to be appointed to Level 2 prior to applying for Tenure & Promotion. Level 2 status must be maintained for future promotions.**

In the C&T Department, demonstration of scholarship is evidenced in the following ways:

- a. Candidate must be author or co-author of at least two research articles (major author of at least one of these) published in or accepted for publication in reputable refereed journals.
- b. Candidate must also be author or co-author of a third scholarly contribution, either already published or accepted for publication, such as a) an article related to theory or practice in a refereed journal, b) an article in a refereed proceedings publication, c) an externally funded grant with substantial research component, or d) other significant scholarly works (e.g., books, book chapters, monographs, or multimedia products).  
\*Note: the third scholarly contribution could also be a third article meeting the criteria listed above in section a.

**Procedures:** Upon consultation with program faculty, the Department Head will notify candidates to apply for appointment. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita. Information to be supplied by the candidate includes a) current curriculum vitae in compliance with that described in the Faculty Handbook, and b) typed responses to Department Criteria. The Department Head will be notified of the application, provide documents to Level 2 faculty for review, and facilitate a vote on the candidates' eligibility. If a voting faculty member has a question related to shared documents, they should send their concerns to the Department Head who will address the issue.

**Reappointment:** Candidates must seek reappointment before or during the last six months of each seven-year term. (Credentials should be made available to faculty two weeks prior to the November or the April meeting of Level 2 members.) Candidates must meet Level 2 initial appointment criteria.

**Procedures:** Same as procedures for Level 2 Initial Appointment