

GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT

CRITERIA AND STANDARDS

DEPARTMENT OF Human Development and Family Studies

College of Human Sciences

Department Approval

Date approved by the Department: 2/10/17

Joe F. Pittman, Head [signature of Head] _____

College Approval

Date approved by the College: 2/10/17

[June Henton, Dean: [signature of Dean]: _____

Graduate School Approval

Date approved by the Graduate Council: _____

George T. Flowers, Dean, Graduate School: _____

I. LEVELS OF MEMBERSHIP

Identify and define each level of graduate faculty membership.

The Department of Human Development and Family Studies recognizes four levels of membership on the Graduate Faculty:

- Level 0:** Faculty may teach at the graduate level (i.e. 6000- and 7000-level courses) but may not teach 8000-level courses or serve on master's or doctoral committees or direct theses and dissertations.
- Level 1:** Faculty may teach at the graduate level (i.e., 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.
- Level 2A:** This level is designed for faculty members who are full-time administrators who originally held, or were eligible for, Level 2 membership at the time of their administrative appointment. The administrator with this designation may participate in all Level 2 activities.

II. TERMS OF APPOINTMENT

For each level of membership, describe the terms of appointment, indicating when faculty may apply for appointment.

LEVEL 0: The term of appointment is seven years. Application must be made prior to assuming teaching responsibilities. Faculty may be reappointed to Level 0.

LEVEL 1: The term of appointment is seven years. Application should be made upon assumption of a faculty position.

LEVEL 2: The term of appointment is seven years. Tenured/tenure-track faculty appointed to Level 1 may be nominated for Level 2 status at any time. Faculty serving at Level 2 may be nominated for reappointment at Level 1 or Level 2 during the last 6 months of their current term.

LEVEL 2A: The term of appointment shall be from the initial appointment up until four years after the candidate has stepped down from a full-time administrative position and has returned to the faculty. Application should be made at the time of initial appointment to the administrative position.

III. CRITERIA AND STANDARDS

For each level of membership, include the criteria and standards for initial appointment and reappointment. The criteria and standards must meet the minimum standards established by the Graduate School and described in "Graduate Faculty Appointment and Reappointment Policy."

LEVEL 0

A. Initial Appointment

1. Holds at least an M.S. degree and has relevant teaching/clinical experience.

B. Reappointment

1. Prior appointment to graduate faculty.

LEVEL 1

A. Initial Appointment

1. Holds the doctorate.
2. Has a full-time, faculty appointment at the rank of assistant professor or higher.
3. Non-tenure track faculty seeking initial appointment at Level 1 will receive the endorsement of 50% or more of the graduate faculty at Level 1 and higher.

B. Reappointment

1. The candidate must have a record of prior service at either Level 1 or Level 2.

LEVEL 2

A. Initial Appointment

1. The candidate must have a tenure or tenure-track faculty appointment at the rank of assistant professor or higher.
2. The candidate must have a research-based doctorate, two or more years of postdoctoral 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 or received peer-reviewed grants; and/or (d) demonstrated supervisory or advisory experience in guiding graduate student research.

B. Reappointment

1. The candidate must currently hold Level 2 graduate faculty status.
2. The candidate must have a minimum of three refereed publications since the time of last appointment to Level 2.
3. The candidate shall have served on, or chaired, three graduate thesis or dissertation committees since the time of last appointment to Level 2.

LEVEL 2A

A. Initial Appointment

1. The candidate is a full-time administrator.
2. The candidate held, or was eligible for, Level 2 graduate faculty status at the time of the administrative appointment.

B. Reappointment

N/A. Level 2A graduate faculty status is in effect for the duration of the administrative appointment and continues for up to four years after returning to the faculty.

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

For each level of membership, describe the nomination process for both initial appointment and reappointment.

LEVEL 0

A. Initial Appointment

The Department Head shall notify candidates 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.

B. Reappointment

The Department Head shall notify candidates 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.

LEVEL 1

A. Initial Appointment

The Department Head shall notify candidates 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. No vote of the faculty is required for the initial appointment of tenured/tenure track faculty but a majority of voting graduate faculty at Level 1 and higher is required for non-tenure track faculty

B. Reappointment

The Department Head shall notify candidates to apply for reappointment. Faculty 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 Level 2 faculty. Input will be solicited from faculty and a vote 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 to apply for appointment. Faculty 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 eligible faculty and a vote taken. Approval requires an affirmative vote by a majority of the voting faculty in the department. 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 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 taken. Approval requires an affirmative vote by the majority of the voting faculty in the department. Departmental approval or rejection will be reported to the Graduate School.

LEVEL 2A

A. Initial Appointment

Appointment is automatic at the discretion of the candidate. The candidate notifies the Dean of the Graduate School.

B. Reappointment

N/A. Appointment is in effect for the duration of the administrative appointment and continues for up to four years after returning to the faculty.

C. Reappointment to Level 2

The candidate may serve for a maximum of four years at Level 2A after stepping down from an administrative appointment. Candidates applying for reappointment at Level 2 must have published and served on, or chaired, graduate thesis or dissertation committees during the four previous years as a faculty member.

V. APPEALS PROCESS

Describe the process for appealing a decision to deny initial appointment or reappointment.

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.