

GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT

CRITERIA AND STANDARDS

AUBURN UNIVERSITY LIBRARIES

Faculty Approval: _____

Date Approved _____

Dean Approval: _____

Date Approved _____

Graduate School Approval

Graduate Council: _____

Date Approved _____

Dean Graduate School: _____

Date Approved _____

I. Levels of Membership

The Libraries will recognize 2 levels of membership on the Graduate Faculty:

Level 0:

The faculty member may teach at the graduate level (6xxx, 7xxx, 8xxx), may serve on both master's and doctoral committees, but may not direct theses or dissertations.

Level 1:

The faculty member may teach at the graduate level (6xxx, 7xxx, 8xxx), may serve on both master's and doctoral committees, and may direct master's theses.

II. Criteria and Standards for Initial Appointment and Reappointment

Level 0:

Initial Appointment

A. At least a master's degree in library/information science or a related subject discipline at or above the level at which the candidate is scheduled to teach.

B. Faculty appointment at the rank of Librarian/Archivist II or above.

Reappointment

The qualifications for initial appointment remain in effect, with the additional criterion that the librarian has participated in some way to support the graduate programs through librarianship at or above the meets expectations level. In addition, if the librarian has taught a course student and/or peer evaluations from the initial appointment demonstrate positive contributions to the instructional program.

Level 1:

Initial Appointment

- A. Appropriate terminal degree in library/information science (ordinarily a master's degree) or appropriate terminal degree in related subject discipline plus professional experience.
- B. Faculty appointment at the rank of Librarian/Archivist II or above.

Reappointment

- A. Prior service at Level 1.
- B. The candidate during the term of appointment has:
 1. Maintained a level of librarianship quality commensurate with appointment. If the librarian has a teaching assignment the quality of the teaching should be evidenced by student and/or peer teaching evaluations for graduate level classes taught in initial appointment.

or

2. Contributed in an active and collegial fashion to graduate advisor committees upon which candidate served.

or

3. Provided sound and competent direction to students at the master's level.

- C. The candidate shall have a record of scholarly activity during the term of appointment at least at the level of Meets Expectations. Satisfactory scholarly activity may be demonstrated by:

1. Publication of at least one full-length research article in a reputable, refereed journal or by publication of one monograph. Manuscripts accepted for publication but not in print may be used to meet these requirements.

or

2. Significant professional scholarly commitment involving any *one* or any combination of the following activities:
 - a. Reading papers before professional and public organizations;
 - b. Presenting at national or regional conferences via panels, presentations or poster sessions
 - c. Writing book reviews, popular articles, or similar materials;
 - d. Professional consulting;
 - e. Participating in professional organizations by holding office or serving in other responsible capacities;
 - f. Performing significant administrative duties within the Libraries.
 - g. Obtaining extramural support.

III. Term of Appointment

Level 0:

The term of appointment shall be one year.

Level 1:

The term of appointment shall be seven years.

IV. Procedures for Nomination: Initial Appointment and Reappointment

Level 0:

Candidates may be nominated for initial appointment or reappointment either through the Libraries' department head or through invitation from an academic department. The nomination dossier shall contain a copy of the nominee's current CV and should define at what level(s) the faculty member is approved to teach. The candidate will then forward the required information to the Graduate School through the Graduate Faculty Approval System (GFAST) online application interface.

Level 1:

Candidates may be nominated for initial appointment or reappointment either through the Libraries' department head, or through invitation from an academic department. The nomination dossier shall contain a copy of the nominee's updated tenure and promotion document (as outlined in the Faculty Handbook, Section 3.6.5 C 2, information to be supplied by the candidate) or a current CV that contains equivalent material. The Libraries' department head shall also complete a standard nomination form that outlines the department's criteria and standards and how the nominee has specifically met those criteria and standards. The Libraries' department head, in signing the nomination form, certifies the accuracy of information contained in the nomination dossier *AND* that the procedures, criteria, and standards within the approved Libraries' plan have been followed and met. The candidate will then forward the required information to the Graduate School through the GFAST online application interface.

V. Appeals Process

Candidates who believe that 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 no later than 30 days after they are notified of the decision. The appeal letter shall detail reasons for the appeal and should be sent through the Libraries' department head and dean. The appeal will be reviewed by the Graduate School's Credentials Committee, which will make a recommendation to the full Graduate Council.