

## College of Architecture, Design and Construction (CADC)

SCHOOL of ARCHITECTURE, PLANNING and LANDSCAPE ARCHITECTURE (APLA)

GRADUATE FACULTY MEMBERSHIP APPOINTMENT AND REAPPOINTMENT POLICY

### School Approval

School Head name (print)

Justin Miller

School Head signature



Date

15 May 2023

### College Approval

CADC Dean name (print)

Karen Rogers

CADC Dean signature



Date

May 15 2023

### Graduate School Approval

Date approved by Graduate Council

Graduate School Dean name (print)

Graduate School Dean signature

Date

## I. LEVELS OF MEMBERSHIP

The School of Architecture, Planning and Landscape Architecture in the College of Architecture, Design and Construction recognizes three (3) levels of Graduate Faculty Membership:

- Level 0** Faculty may teach 6000 and 7000 level graduate courses and may serve on master's committees. This level is for lecturers and other non-tenure track faculty (adjunct, visiting and affiliate faculty, research faculty and professors of practice, etc.), and staff who are classified as non-tenure track faculty (NTTF).
- Level 1** Faculty may teach 6000 and 7000 level graduate courses, may direct master's theses, and may serve on master's and doctoral thesis committees.
- Level 2** Faculty may teach 6000, 7000 and 8000 level graduate courses, and may direct or serve on master's and doctoral thesis committees.

## II. CRITERIA AND STANDARDS FOR INITIAL APPOINTMENT

### LEVEL 0

Level 0 membership is generally applicable to adjunct, affiliate, lecturers, and staff NTTF. It may also apply to research faculty (based on degree credentials.)

The criteria for appointment at this level includes:

- A. A terminal/professional graduate degree in the program discipline or a related discipline

**OR**

- B. An undergraduate degree in the teaching discipline or a related discipline

**AND**

A record of significant accomplishment in professional practice or industry experience, and/or expertise in a specialized field or area relevant to the program discipline and the specific courses to be taught, as per AU Policy on Documentation of Minimum Teaching Qualifications for Instructors of Record and SACS Standard 6.2a (*Faculty qualifications*) which states: "While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experience in the field, professional licensure and certifications related to the teaching assignment, honors, and awards, continuing professional development, relevant peer-reviewed publications, and /or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields."

### LEVEL 1

Level 1 membership is generally applicable to tenured and tenure-track faculty and may (based on credentials) include visiting faculty, adjuncts, research faculty, professors of practice, and other faculty on a term appointment.

Candidates for Level 1 membership must hold a terminal/professional graduate degree in the program discipline or a related discipline.

### LEVEL 2

The criteria for Level 2 membership includes:

- A. Ph.D. or doctoral degree in the program discipline or a related discipline, as recognized by the corresponding school and program
- B. Demonstrated record of research, creative work and/or scholarship, as demonstrated through scholarly publications, papers for peer-reviewed journals and /or professional conferences, etc., funded research, and/or participation in the activities of scholarly or professional organizations and other scholarly and creative work as deemed appropriate and relevant by the school's graduate faculty.

## III. PROCEDURES FOR NOMINATION

The school head nominates tenure-track and tenured faculty for graduate faculty status. The CADC Associate Dean for Graduate Studies and Research initiates all other nominations for graduate faculty membership.

### LEVEL 0

To initiate a nomination for Level 0 Graduate Faculty membership, the program chair will present a request for nomination to the corresponding school head and the CADC Associate Dean for Graduate Studies and Research. Based on the conditions outlined in Section II, the term of appointment will vary. This request must include:

- Candidate's name and degrees held
- The candidate's CV
- A copy of the official transcript for the candidate's highest degree
- Name, number and description of the course(s) to be taught
- Candidate's qualifications for teaching the course(s), clearly specified, *particularly in the case where the candidate's qualifications are based on professional experience.*
- Reference, if applicable, to previous teaching at the graduate level in the CADC.
- Proposed term/duration of the graduate faculty status requested

Pending the school head's approval, the Associate Dean for Graduate Studies and Research will compose and forward a request for temporary graduate faculty membership to the Dean of the Graduate School.

Upon approval of the nomination, the Dean of the Graduate School will provide instructions to the nominee regarding access to the Graduate Faculty Approval System (GFAST.) The nominee must then upload the required materials into the GFAST site, which will initiate the electronic approval workflow.

### **LEVELS 1 AND 2**

To initiate a nomination for Level 1 or Level 2 Graduate Faculty membership, the graduate program chair will present a request for graduate faculty appointment to the school head and the CADC Associate Dean for Graduate Studies and Research. Based on the conditions outlined in Section II, the term of appointment will vary. This request must include:

- Candidate's name and degrees held
- The candidate's CV
- A copy of the official transcript for the candidate's highest degree
- If the candidate is not a tenured, or tenure-track faculty member, the request should specify the proposed term/duration of the graduate faculty appointment.

Pending the School Head's approval, the School Head (tenured or tenure-track candidates) or the Associate Dean for Graduate Studies and Research (all other candidates) will compose and forward a request for graduate faculty membership to the Dean of the Graduate School.

Upon approval of the nomination, the Dean of the Graduate School will provide instructions to the nominee regarding access to the Graduate Faculty Approval System (GFAST.) The nominee must then upload the required materials into the GFAST site, which will initiate the electronic approval workflow.

## **IV. TERMS OF APPOINTMENT AND REAPPOINTMENT**

### **LEVEL 0/ Appointment and Reappointment**

Faculty eligible for Level 0 Graduate Faculty Membership are eligible for an initial appointment of up to seven (7) years or, in the case of faculty on a termed appointment, for the duration of their contract. The initial appointment will be based on the term stipulated in the nomination.

Faculty at this level are eligible for reappointment if they have demonstrated acceptable prior service at the corresponding level, as determined by college, school and program standards, and approved by the corresponding school head.

### LEVEL 1 and LEVEL 2 Appointment and Reappointment

Faculty eligible for Level 1 or Level 2 Graduate Faculty Membership are eligible for an initial appointment of seven (7) years or, in the case of faculty on a termed appointment, for the duration of their contract.

Faculty at this level are eligible for reappointment if they have demonstrated acceptable prior service at the corresponding level, as determined by college, school and program standards, and approved by the corresponding school head.

## V. APPEALS PROCESS

In the case of an appeal, a committee formed of the following members will be named to study the case and arrive at a decision:

- Two CADC school heads, one of whom shall be the head of the school of the faculty member's home program.
- CADC Associate Dean for Graduate Studies and Research