

**GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT**

**CRITERIA AND STANDARDS**

**DEPARTMENT OF COMMUNICATION & JOURNALISM**

**COLLEGE OF LIBERAL ARTS**

**Department Approval**

Date approved by the Department: April 30, 2010

Margaret Fitch-Hauser: 

**College Approval (if applicable)**

Date approved by the College: \_\_\_\_\_

Anne-Katrin Gramberg, Dean: 

**Graduate School Approval**

Date approved by the Graduate Council: \_\_\_\_\_

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

**I. Levels of Membership**

The Department will recognize one level of membership on the Graduate Faculty. The faculty member may teach at the 6000 or 7000 level, may serve on both master's and doctoral committees and may direct masters theses.

**II. Criteria and Standards for Initial Appointment and Reappointment**

**A. Initial Appointment**

1. Terminal Degree recognized by the Department, typically the Ph.D. or M.F.A.
2. The candidate must have a full-time, tenure or tenure-track appointment at the rank of assistant professor or higher.

## **B. Reappointment**

1. Prior service as a member of the graduate faculty.
2. During the term of appointment, the candidate has contributed to the graduate program by:
  - a. Maintaining a level of teaching quality commensurate with the department peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations,
  - b. And, contributing in an active and positive fashion as either a chair or a member of graduate advisory committees.
3. The candidate shall have a record of creative works, scholarly publication, or professional publication. The publication requirement should reflect the evaluation criteria as established by the Research/Creative/Professional Track outlined in the CMJN departmental Policies and Procedures manual. A record of publication 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 the scholarly and creative activity, evidence of comparable achievement suitable for establishing professional standing must be presented and should be in keeping with the CMJN departmental Policies and Procedures Manual description of publication/output for creative and professional tracks.
4. The candidate should have served on at least three (3) examining committees.

**NOTE:** In rare cases where the candidate has established a significant scholarly record, and demonstrated in some other outstanding way his/her ability to work with and mentor graduate students, the Graduate Dean may approve a reduction in the requirements for 4 above. Such strongly justified, written requests must be supported by a majority vote of the department's graduate faculty and Department Chair.

5. The candidate shall also demonstrate other significant professional scholarly commitment. Evidence of other significant professional scholarly commitment involving anyone, or any combination of such activities as a) reading papers before academic and professional organizations; b) writing book reviews, scientific and industrial reports, short notes, popular articles, or similar materials; c) acting as a judge at a juried competition; d) rendering any type of consulting service which provides evidence of the scholar's professional standing and competence in her/his special field; e) participating in the activities of appropriate scholarly, creative, and professional organizations by holding offices or serving in other responsible capacities; f) performing significant administrative duties connected with the graduate program of a department or of the university; or g) attainment of extramural support that is evidence of professional/creative/scholarly standing.

### **III. Term of Appointment**

- A. The term of appointment shall be seven (7) years. Application should be made prior to assuming teaching responsibilities.

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

#### **A. Initial Appointment**

The Department Head (Chair) shall notify candidates to apply for initial appointment. Application should 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 of the application.

#### **B. Reappointment**

The Department Head (Chair) shall notify candidates to apply for reappointment. Application should 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 (Chair) will be notified of the application. For reappointment, application material will be made available to the graduate faculty. Prior to forwarding the nomination to the Graduate School, nomination materials shall be reviewed by all graduate faculty members within the department. Following that review the Department Head (Chair) shall call for a vote by the graduate faculty by secret ballot relative to support or non-support of the nomination. Input will be solicited from the Graduate faculty and a vote taken. The nominee shall have the support of the majority of the current graduate faculty in the department. Approval or rejection will be submitted to the Graduate School for action by the Dean of the Graduate School.

## **V. Appeals Process**

Candidates who are denied graduate faculty status (initial appointment or reappointment) may appeal the decision. Prior to appealing, the candidate shall meet with the Department Head (Chair) to solicit information as to why the candidate received an initial vote of non-support. If the candidate chooses to appeal, the candidate shall notify the Department Head (Chair) of the decision to appeal. The candidate shall then provide written justification and support addressing graduate faculty concerns that lead to the initial vote of nonsupport. The Department Head (Chair) will provide copies of the written appeal to the graduate faculty for review. Appeal materials shall be reviewed by all graduate faculty members within the department. Following that review the Department Head (Chair) shall call for a vote by the graduate faculty by secret ballot relative to support or non-support of the appeal. Input will be solicited from the Graduate faculty and a vote taken. The successful appeal shall have the support of the majority of the current graduate faculty in the department. Approval or rejection will be submitted to the Graduate School for action by the Dean of the Graduate School.