

**GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT
CRITERIA AND STANDARDS**

DEPARTMENT OF ECONOMICS

COLLEGE OF LIBERAL ARTS

Department Approval:

Date approved by the Department: Oct. 5, 2010

Department Chair's Signature: Michael L. Str

College Approval:

Date approved by the College: _____

Dean's Signature: _____

Graduate School Approval:

Date approved by the Graduate Council: _____

Graduate School Dean's Signature: _____

I. LEVELS OF MEMBERSHIP

The Department of Economics recognizes four (4) levels of membership on the Graduate Faculty:

- Level 0:** This level consists of faculty who only teach graduate courses at the lower levels (7000-level courses and below). These faculty members may also serve on master's thesis committees, but they do not direct master's theses, serve on doctoral committees, or teach 8000-level courses.
- Level 1:** This level consists of faculty who teach graduate courses at all levels and who may also serve on master's and doctoral committees. Furthermore, they may direct master's theses, but not doctoral dissertations
- Level 2:** This level consists of faculty who may participate in the activities delineated for Level 1 and who may also direct doctoral dissertations.
- Level 2A:** This level consists of full-time administrators who may participate in the activities delineated for Level 2, but may not direct doctoral dissertations without approval by the Dean of the Graduate School.

II. CRITERIA AND STANDARDS

LEVEL 0

A. Initial Appointment: The minimum requirements for initial appointment are:

1. No prior service at level 0 or above.

And one of the following:

- 2a. An earned doctorate in Economics (or a related discipline).

or

- 2b. A Masters in Economics (or a related discipline) coupled with demonstrated expertise in an area relevant to the Department's graduate programs.

or

- 2c. Demonstrated expertise and an ongoing professional practice in an area relevant to the Department's graduate programs. If it is intended that the candidate teach any courses, then the expertise and professional practice should be relevant to those courses.

B. Reappointment: Required every seven (7) years. The minimum requirements for reappointment are:

1. Prior service at level 0 or above.

And one of the following:

- 2a. The candidate has contributed to the graduate program through demonstrated quality teaching in at least one graduate course during the prior three years.

or

- 2b. The candidate has demonstrated quality service on at least one thesis or dissertation committee during the prior three years.

or

- 2c. The candidate has a research record during the previous three calendar years (from the date of the request for reappointment) sufficient to be classified as "research active" under the Department's standard annual review policy.

or

- 2d. Demonstrated expertise and an ongoing professional practice in an area relevant to the Department's graduate programs. If it is intended that the candidate teach any courses, then the expertise and professional practice should be relevant to those courses.

LEVEL 1

A. Initial Appointment: The minimum requirements for initial appointment are:

1. No prior service at level 1 or above.

And one of the following:

- 2a. An earned doctorate in Economics (or a closely related discipline) during the past three calendar years.
or
- 2b. An earned doctorate in Economics (or a closely related discipline) and a research record during the previous three calendar years (from the date of the request for appointment) sufficient to be classified as “research active” under the Department’s standard annual review policy.
or
- 2c. Demonstrated exceptional expertise and an ongoing professional practice in an area relevant to the Department’s graduate programs. If it is intended that the candidate teach any courses, then the expertise and practice should be relevant to those courses.

B. Reappointment: Required every seven years. The minimum requirements for reappointment are:

1. Prior service at level 1 or above.
2. The candidate has contributed to the graduate program through either demonstrated quality teaching in at least one graduate course or demonstrated quality service on at least one thesis/dissertation committee during the prior three years.

And one of the following:

- 3a. The candidate has a research record during the previous three calendar years (from the date of the request for reappointment) sufficient to be classified as “research active” under the Department’s standard annual review policy.
or
- 3b. Demonstrated exceptional expertise and an ongoing professional practice in an area relevant to the Department’s graduate programs. If it is intended that the candidate teach any courses, then the expertise and practice should be relevant to those courses.

LEVEL 2

A. Initial Appointment: The minimum requirements for initial appointment are:

1. No prior service at level 2.
2. An earned doctorate in Economics (or a closely related discipline) and a research record during the previous three calendar years (from the date of the request for appointment) sufficient to receive a category 3 (exceeds expectations) evaluation

in research under the Department's standard annual review policy.

B. Reappointment: Required every seven years. The minimum requirements for reappointment are:

1. Prior service at level 2.
2. The candidate has contributed to the graduate program through either demonstrated quality teaching in at least one graduate course or demonstrated quality service on at least one thesis/dissertation committee during the prior three years.
3. A research record during the previous three calendar years (from the date of the request for appointment) sufficient to receive a category 3 (exceeds expectation) evaluation in research under the Department's standard annual review policy.

LEVEL 2A

A. Appointment: The minimum requirements are:

1. A current appointment at level 2.
2. A full-time administrative position at the university.

III. TERMS OF APPOINTMENT

LEVEL 0: The term of appointment is seven years. Application should be made prior to assuming teaching responsibilities.

LEVEL 1: The term of appointment is seven years. Those appointed to Level 1 may be nominated for Level 2 status at any time.

LEVEL 2: The term of appointment is seven years. Those serving at Level 2 can be nominated for reappointment at Level 0, 1, or 2 during the last 6 months of the current term.

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

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

LEVEL 0

The Department Chair shall notify candidates to apply for appointment or 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 and materials demonstrating his/her satisfaction of the minimum criteria for appointment or reappointment. The Department Chair will be notified of the application. The application

material will be made available to all graduate faculty. Input will be solicited from these faculty members 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.

LEVEL 1

The Department Chair shall notify candidates to apply for appointment or 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 and materials demonstrating his/her satisfaction of the minimum criteria for appointment or reappointment. The Department Chair will be notified of the application. The application material will be made available to all Level 1 and above faculty. Input will be solicited from these faculty members and a vote taken. The nominee shall have the support of the majority of the current Level 1 and above faculty in the department. Approval or rejection will be submitted to the Graduate School for action by the Dean of the Graduate School.

LEVEL 2

The Department Chair shall notify candidates to apply for appointment or 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 and materials demonstrating his/her satisfaction of the minimum criteria for appointment or reappointment. The Department Chair will be notified of the application. Material will be available to all Level 2 faculty. Input will be solicited from Level 2 faculty and a vote taken. The nominee shall have the support of the majority of the current Level 2 faculty in the department. Approval or rejection will be submitted to the Graduate School for action by the Dean of the Graduate School.

LEVEL 2A

The candidate notifies the Dean of the Graduate School.

V. APPEALS PROCESS

Those denied appointment or reappointment to the Graduate Faculty may request (and shall thus receive) a written statement from the Department Chair detailing the reasons for denial. Those denied appointment or reappointment may then appeal by way of a letter to the Dean of the Graduate School. The appeal letter shall detail the reasons for the appeal and a copy of the letter shall also be provided to the Department Chair and the academic Dean. The Department Chair shall invite written responses to the appeal from the relevant set of graduate faculty. The Department Chair shall forward all such written responses to the Dean of the Graduate School. The Dean of the Graduate School shall then render a decision on the appeal and notify all parties involved.