

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

**DEPARTMENT OF PHARMACAL SCIENCES
HARRISON SCHOOL OF PHARMACY**

DATE APPROVED BY THE DEPARTMENT: 12/1/09
CHARLENE A. MCQUEEN, DEPARTMENT HEAD: Charlene A. McQueen
DATE APPROVED BY THE GRADUATE COUNCIL: Georg T. Flowers
GEORGE FLOWERS, DEAN, GRADUATE SCHOOL: _____

I. LEVELS OF MEMBERSHIP

The Department of Pharmacal Sciences recognizes two levels of membership on the Graduate Faculty:

- Level 1: The graduate faculty may teach at the 7000 level, may serve on master and doctoral committees and may direct masters' theses.
- Level 2: The graduate faculty member participate in the activities delineated for Level 1 and may also teach at the 8000 level and direct doctoral dissertations.

II. CRITERIA AND STANDARDS FOR INITIAL APPOINTMENT AND REAPPOINTMENT

A. LEVEL 1: INITIAL APPOINTMENT

1. The candidate must have a research-based doctorate in his/her area of specialization.
2. The candidate must have a full-time, tenure or tenure track appointment at the rank of assistant professor or higher.

B. LEVEL 1: REAPPOINTMENT

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

2. The candidate has, during the term of appointment, contributed to the graduate program of the department through:
 - a. Maintaining a level of teaching quality commensurate with the departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations
 - b. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member.

C. LEVEL 2: INITIAL APPOINTMENT

1. The candidate must have a tenure or tenure-track 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. This will be evaluated based on the following criteria: the candidate has pursued his/her own research project(s); showed scholarly achievement through publication of research articles in peer-reviewed journals; submitted or received peer-reviewed grants; demonstrated supervisory or advisory experience in guiding graduate student research; and teaching in graduate level courses.

D. LEVEL 2: REAPPOINTMENT

By the end of the current appointment, the candidate shall have met the criteria and minimal standards outlined under sections 1 and 2, Criteria and Standards for the initial Level 2 appointment. The candidate will also show evidence of:

1. Contributions to the graduate program of the department through:
 - a. Maintaining a level of teaching quality commensurate with the departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations
 - b. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member.
2. The candidate shall have a record of scholarly publication in reputable refereed journals that are identified by the faculty in the candidate's department. The publication of a book, book chapters or research monographs can be used to satisfy this requirement in

part if such publications make a scholarly contribution to the author's field of specialization and clearly demonstrate the candidate's research competence.

- a. Other evidence of significant professional scholarly commitment will be considered such as extramural support, invited presentations of scholarly work at learned and professional organizations, participating in activities of appropriate scholarly scientific and professional organizations by holding elected offices or serving in other responsible capacities, as well as performing significant administrative duties connected with the graduate program of a department or of the university.

III. TERMS OF APPOINTMENT

The term of appointment at either Level 1 or 2 shall be seven years. Those appointed to Level 1 may be nominated for Level 2 status at any time. Those serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last 6 months of their current term.

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT.

Level 1: The Department Head shall notify candidates to apply for initial 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*. The Department Head will be notified of the application. Approval or rejection will be submitted to the Graduate School for action by the Graduate Dean.

Level 2: The procedures for initial appointment will be the same as for Level 1. 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 Graduate Dean.

V. APPEALS:

Those 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. The letter shall have the approval of the department head and the academic dean and shall detail reasons for the appeal. Appeals will be reviewed by an Appeals Committee appointed by the Graduate Dean. The report of the Appeals Committee is acted on by the Graduate Dean except when the Appeals Committee is deadlocked. Such cases shall go to the full graduate Council. The Graduate Dean in all cases writes a

recommendation to the President of the University who will make the final decision.