

LEVELS OF MEMBERSHIP

The department will recognize three levels of membership within the Graduate Faculty:

Level 0: The instructor may teach at 6000 level and above and serve on master's committees.

Level 1: The faculty member may teach at 6000 level and above, serve on master's and doctoral committees, direct master's theses, and advise master's and doctoral students. In addition, the faculty member may Co-Chair dissertations with a Level 2 faculty member.

Level 2: The faculty member may participate in the activities delineated for Level 1 and chair doctoral dissertations.

CRITERIA AND STANDARDS: APPOINTMENT AND REAPPOINTMENT

Level 0

Initial Appointment: Nominees must have the highest terminal degree commonly awarded in their field (typically the doctorate), should be well known to the department, and hold the rank of Instructor, Visiting Faculty, or Adjunct.

Reappointment: Individuals will be considered for reappointment if they maintain a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.

Level 1

Initial Appointment: Nominees must have the highest terminal degree awarded in their field (typically the doctorate), should be well known to the department, and hold the rank of Instructor, Visiting Professor, Adjunct, Assistant Professor, Associate Professor, or Professor either on a tenure or non-tenure track appointment. Clinical and Research Faculty are eligible for Level 1 appointments. In addition, nominees must demonstrate active involvement in the profession through any of the following: teaching, research, or applied practice of the discipline.

Reappointment: Nominees must have (a) prior services at Level 1 or higher, and (b) a sustained contribution to the graduate program (during the most recent term of appointment) by:

- Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.
- Serving on and contributing to graduate advisory committees
- Providing direction to students in the role of advisor to graduate students.

Level 2

Initial Appointment: In addition to the criteria for nominees at Level 1, nominees must (1) have a faculty appointment that requires regular participation in the graduate programs in the SERC department, and (2) must have demonstrated their ability to engage successfully in scholarship.

In the SERC Department, to chair a dissertation committee requires demonstration of scholarship in one the following ways:

- publication of three research based articles in refereed journals;
- three refereed research based presentations at regional, national, or international conferences (or some combination thereof);

- record of prior service on 3 graduate committees in which the nominee participated in students' final examinations (e.g., the defense of dissertation for the doctoral level) of master's or doctoral students.

TERMS OF APPOINTMENT

Level 0: 3 years

Level 1: 7 years

Level 2: 7 years

PROCEDURE FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

Candidates for initial appointment and reappointment at any level are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAS) and complete the form by entering appropriate supporting information in the fields and uploading their vita.

Level 0

The department head will present the name and credentials of the nominee to the entire faculty and solicit questions and comments. The proposed roles and responsibilities (e.g., courses to be taught) must be clearly specified. This information may be delivered electronically and without a meeting, but any faculty member or the department head may request a discussion of the nomination at a faculty meeting. No vote by faculty is required.

Level 1

The department head will present the name and credentials of the nominee to the entire faculty and solicit questions and comments. The proposed roles and responsibilities (e.g., courses to be taught) must be clearly specified. The nomination dossier should contain a copy of the candidate's current curriculum vita. Following opportunity for discussion, the department head shall call for a vote by Level 2 graduate faculty status by paper or electronic voting. A majority of yes votes is required for the nomination to go forward to the Graduate School.

Level 2

The department head will present the name and credentials of the nominee to the entire faculty and solicit questions and comments. The proposed roles and responsibilities (e.g., courses to be taught) must be clearly specified. The nomination dossier should contain a copy of the candidate's current curriculum vita. Following opportunity for discussion, the department head shall call for a vote by Level 2 graduate faculty status by paper or electronic voting. A majority of yes votes is required for the nomination to go forward to the Graduate School.

For all levels, upon approval at the departmental level, nomination materials are forwarded to the Graduate School for review and approved by the Dean of the Graduate School and the Graduate Council. For levels requiring a faculty vote, the vote results and number of faculty eligible to vote are included in the materials sent to the Graduate School. The names of candidates approved for initial appointment to the Graduate Faculty are published monthly in the minutes of the Graduate Council.