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DEPARTMENT OF ENGLISH

GRADUATE FACULTY MEMBERSHIP: POLICY AND PROCEDURES

The Department of English has formulated these policies and procedures to implement those established by the university and contained in the document "Policies and Procedures for Graduate Faculty Membership" (1989). That document defines three categories of graduate faculty membership and sets minimum qualifications for each. It requires departments to formulate discipline-specific criteria for each category and establishes a set of multidisciplinary Graduate Faculty Panels (reporting to a Graduate Faculty Membership Committee, which in turn reports to the Graduate Council) to consider department criteria and recommendations for membership. It requires departments to have a committee of graduate faculty members to set criteria for membership, examine faculty credentials, and recommend appointments to and changes in graduate faculty membership. The document links the review of graduate faculty membership and of criteria to the department's eight-year program review. It provides for appeals at the level of both the department and Graduate School.

The Graduate Studies Committee shall be responsible for reviewing faculty credentials for membership on the graduate faculty. In accordance with the Department Charter (Article 9, paragraph 1), this committee shall be appointed by the Departmental Council and chaired by the Director of Graduate Studies, who is appointed by the department chair. A majority of its six members, who are appointed or elected for two-year terms, shall be senior members of the graduate faculty.

1. Categories of Graduate Faculty Membership

- a. Provisional member. Within the department, a provisional member has all the privileges of a full member except a vote in meetings of the Graduate Faculty and eligibility for membership on the Graduate Studies Committee and its subcommittees. Provisional membership shall be granted for a three-year, nonrenewable term.
- b. Full member. A full member may teach courses for graduate credit, serve as a graduate student's academic adviser, vote in meetings of the graduate faculty, serve as a member of the Graduate Studies Committee and its subcommittees, serve on graduate examination committees, and serve as a member of thesis and dissertation committees. With case-by case approval by the department chair, college dean, and dean of the Graduate School, a full member may direct M.A. theses and co-direct (with a senior member) doctoral dissertations.
- c. Senior member. In addition to the privileges of a full member, a senior member may chair

graduate examination committees and direct master's theses. With case-by-case approval by the department chair, college dean, and dean of the Graduate School, a senior member may direct or co-direct doctoral dissertations.

2. Membership criteria

a. Provisional member. A provisional member must have an appropriate terminal degree, or the equivalent, and, in accordance with approved departmental criteria, must have initiated a program of research or artistry.

(1) Degree. The appropriate terminal degree shall normally be an earned doctorate in an area of study represented by the department. For faculty in creative writing, a MFA may be an appropriate terminal degree.

(2) Program of research or artistry. Evidence that a faculty member has initiated a program of research or artistry shall include recent application for external funding of the program or recent submission of scholarly or creative writing for publication, together with favorable assessment of the application or submission by graduate faculty within the department.

(3) Experience. Normally, a provisional member shall have a record of successful experience in teaching at the undergraduate or graduate level.

b. Full member. A full member must have an appropriate terminal degree, or the equivalent, and, in accordance with approved department criteria, must show evidence of advancing a program of research or artistry, the products of which have received positive assessment by independent external experts in the field according to national standards in the discipline.

(1) Degree. Same as that for provisional members.

(2) Program of research or artistry. The primary evidence that a faculty member is advancing a program of personal research or artistry shall be publication in print of the results of that program. Such publication must have taken place within the previous eight-year period and normally must include at least one article in the previous three years. Other evidence, supporting but by itself not sufficient, shall include applications for external grants, works accepted for publication, reviews of scholarly publications, papers presented at professional conferences, and performance of editorial service for journals.

(3) External assessment. Positive assessment by independent external experts in the field shall be evidenced by one or more of the following: publication of refereed work, successful application for external funding, reprintings or translations, and favorable reviews, citations, or statements by recognized figures in the area of research or artistry.

(4) Experience. Normally, a full member must have a record of successful teaching at the graduate level.

c. Senior member. A senior member must have an appropriate terminal degree, or the equivalent, and, in accordance with approved departmental criteria, must show evidence of having established and maintained a program of research or artistry, the products of which have received positive assessment by independent external experts in the field according to the national standards in the discipline. A senior member will normally also have a record of active involvement in graduate teaching and in the guidance of scholarly activities of graduate students.

(1) Degree. Same as that for provisional membership.

(2) Program of research or artistry. The primary evidence that a faculty member has established and maintained a program of research or artistry shall be a pattern of continued and substantial publication in print of the results of that program. Normally, the faculty members' publications must include (1) a book every eight years or (2) three articles in the previous eight years, with at least one of them being published in the previous three years. Support the same as that for full members.

(3) External assessment. Same as that for full membership.

(4) Normally, senior members of the graduate faculty must have a record of successful teaching at the graduate level, of membership on master's and doctoral examination committees, and of service on thesis or dissertation committees.

3. Appointment to the graduate faculty

The Graduate Studies Committee shall be responsible for evaluating the credentials of department faculty and for proposing to the department's Graduate Faculty the initial appointment of graduate faculty members and changes in their category of membership. The Graduate Faculty shall vote on these proposals, and forward to the Graduate School its recommendations, which shall also be accompanied by those of the department chair. The department chair's recommendations may or may not agree with those of the Graduate Faculty. In no case shall a faculty member be denied the opportunity to have his or her credentials forwarded to the Graduate School. All credentials forwarded to the Graduate School shall be accompanied by statements from both the Graduate Faculty and the chair as to whether they recommend appointment or change of category or are forwarding the credentials without recommendation.

4. Review of graduate faculty membership

All full and senior members of the graduate faculty applying for renewal of membership shall be reviewed by the Graduate Studies Committee and chair of the department as part of the department's eight-year academic program review. The department shall compile and submit to the Graduate School information as to each faculty member's conformance to the criteria for his or her category of membership, along with any recommendations for changes in membership category. A faculty member not meeting the criteria for his or her category of membership shall, with the concurrence of the Graduate School, be assigned to another category (that is, from senior to full, from full to provisional) With the consent of the Graduate Studies Committee and department chair,

a faculty member previously approved to direct a thesis or dissertation may retain that approval even if his or her membership category is changed.

If an academic program review occurs before a faculty member has been in his or her graduate faculty category for eight years, then the review of that member's status shall not result in a change from senior to full or from full to provisional membership. Instead, the faculty member shall be reviewed again when the eight-year period is reached, and thereafter he or she shall be reviewed in conjunction with the regular program review.

As part of the program review, the Graduate Studies Committee and department chair shall also review the previously approved criteria for graduate faculty status and submit to the Graduate School for approval the department's criteria for the next review period.

5. Appeal of a decision on graduate faculty membership

A faculty member may appeal any recommendation or decision as to his or her membership on the graduate faculty. Any faculty member not receiving a positive recommendation from either the Graduate Studies Committee or department chair shall be provided with an explanation. The faculty member may then request (in writing and within seven working days) that his or her case be reconsidered. For the appeal process within the Graduate School, a faculty member should consult its "Policies and Procedures for Graduate Faculty Membership."