

Graduate Faculty
Appointment and Reappointment
Criteria and Standards

Department of Biosystems Engineering

College/School of Agriculture

Date Approved by Department September 29, 2004

Department Head/Chair Steve Taylor

Date Approved by Graduate Council November 17, 2004

Dean, the Graduate School 

BioSystems Engineering Department (November, 2003)

Graduate Faculty Appointment Guidelines and Procedures

I. Level of Participation

The BioSystems Engineering Department shall have four levels of participation in the Auburn University Graduate Faculty. These levels and the responsibility for them shall be:

- Level 0: This is for the special circumstance where the candidate does not have the Ph.D. degree. Teach graduate courses at the 6000 level and serve on Master's advisory committees.
- Level 1: Teach graduate courses at the 6000 and 7000 levels, serve on Master's and Doctoral advisory committees and direct Master's Theses.
- Level 2: As above in Level 1 plus direct Doctoral Dissertations.
- Level 2A: For full time Administrators only who are eligible to hold Level 2 membership at their initial appointment. Teaching graduate courses at the 6000 and 7000 levels, direct Master's Theses, and serve on Master's and Ph.D. advisory committees.

II. Criteria and Standards for Participation

A. Initial Appointment

The candidate must meet the criteria listed below for initial appointment:

Level 0:

- a) The candidate must have the Master's Degree.
- b) The candidate must be appointed to the rank of Instructor, Research Assistant Professor, Assistant Professor (or equivalent) or higher.
- c) The candidate must have demonstrated a level of scholarly productivity, at a minimum, of publication of at least 1 article in a refereed scientific journal. The candidate must be senior author of this publication. There is no requirement for previous service on graduate student advisory committees.

Level 1:

- a) The candidate must have the Ph.D. degree.
- b) The candidate must be appointed to the rank of Assistant Professor or higher.

- c) The candidate must have demonstrated a level of scholarly productivity commensurate with appointment to the rank of Assistant Professor or higher; at a minimum, this will require publication of at least 3 articles in refereed scientific journals, one (1) of which the candidate must be the senior author. There is no requirement for previous service on graduate student advisory committees.

Level 2:

- a) In addition to the Level 1 initial appointment criteria, the candidate shall have:
 - 1) directed one thesis option Master's Student to completion, **OR**
 - 2) served on two thesis option Master's committees to completion, **OR**
 - 3) served on one Doctoral committee to completion.

Level 2A:

- a) In addition to the Level 2 initial appointment criteria, the candidate shall have:
 - 1) Appointment to a full time Administrative position.

B: Reappointment

The candidate must meet the following criteria for reappointment to any Level (0, 1, 2, or 2A):

- a) The candidate must have demonstrated a level of scholarly productivity for the previous seven (7) year period by publishing at least five (5) articles in refereed scientific journals, three (3) of which the candidate must be either the senior author or second author where a graduate student advisee was the senior author.
- b) Additional Reappointment Criteria for Cases Where They May Apply
 - 1) Attainment of a higher level of membership by reappointment cannot occur unless the criteria for initial appointment to that level has been satisfied.
 - 2) Administrators resigning their position to resume a traditional faculty position may retain the 2A Level of membership for a maximum of four (4) years. At the end of this four (4) year period, the candidate must satisfy the reappointment criteria as stated in Section II. B (a) above.
 - 3) Voting by the current graduate faculty membership is not required for initial appointment to Levels 0, 1, or 2A . Voting by the current Level 2 graduate faculty members is required for

any initial appointment or reappointment to Level 2.

III. Appointment Period and Review

Review of each faculty member's appointment shall occur every seven (7) years followed by either denial of reappointment or reappointment for another seven (7) year period.

The review process shall involve the faculty member submitting a reappointment document detailing his/her activity over the previous seven (7) years as to satisfaction of the criteria for reappointment as outlined in Section II. B (a) above.

Advancement to a higher level (whether 1 or 2) may be made at any time, subject to the candidate certifying that initial appointment to that level has been satisfied.

IV. Affiliate and Adjunct Professor Appointments

Affiliate Professor appointments at the USDA-ARS National Soil Dynamics Laboratory and the USDA Forest Service Southern Research Station shall be governed by these same criteria.

Other Affiliate or Adjunct Faculty may serve on specific graduate advisory committees upon the recommendation of the department head provided the indicated applicable criteria and standards have been satisfied.

V. Additional Procedures

Departmental Graduate Faculty policy and guidelines shall be determined by a vote of the Departmental Graduate Faculty holding appointments at Levels 1, 2 and 2a, excluding adjunct and affiliate faculty members.