

GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT

CRITERIA AND STANDARDS

DEPARTMENT OF CONSUMER AFFAIRS

College of Human Sciences

Department Approval

Date approved by the Department: _____ September 28, 2010 _____

Dr. Carol L. Warfield, Head: [signature of Head/Chair]: Carol L. Warfield

College Approval (if applicable)

Date approved by the College: [insert date] _____

[Name of Dean], Dean: [signature of Dean]: _____

Graduate School Approval

Date approved by the Graduate Council: _____

George T. Flowers, Dean, Graduate School: _____

I. LEVELS OF MEMBERSHIP

The Department of Consumer Affairs, College of Human Sciences recognizes two levels of membership on the Graduate Faculty:

- Level 1:** The faculty member may teach at the 6000 or above level, may serve on both master's and doctoral committees, may direct master's theses, and may co-direct doctoral dissertations along with a Level 2 graduate faculty as a co-advisor.
- Level 2:** The faculty member may participate in the activities delineated for Level 1 and may also direct doctoral dissertations as a sole advisor.

II. CRITERIA AND STANDARDS

LEVEL 1

A. Initial Appointment

1. The candidate should hold the highest degree commonly awarded in the field. If the candidate does not have this terminal degree, exceptional achievement is expected.
2. Faculty Appointment at the Rank of Assistant Professor or Above

B. Reappointment

1. Prior Service at either Level 1 or Level 2
2. Candidate has during the term of appointment contributed to the graduate program through:

- a. Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations, and/or
- b. Contributing in an active and positive fashion to graduate advisory committees served upon, and/or
- c. Providing sound and competent direction to students directed at the master's level.

LEVEL 2

A. Initial Appointment

- 1. The candidate should hold the highest degree commonly awarded in the field. If the candidate does not have this terminal degree, exceptional achievement is expected.
- 2. The candidate must hold faculty rank of assistant professor or above.
- 3. The candidate should have three (3) years of experience participating regularly in the graduate program of the candidate's department at Auburn, or at another institution of higher education, or demonstrated in some other outstanding way her/his ability to direct graduate level research.
- 4. The Candidate should have served on at least three (3) examining committees including at least two (2) thesis option committees and at least one (1) dissertation committee. The candidate should have chaired at least one master's thesis committee or co-chaired at least one dissertation committee.

Note: In rare cases, where the candidate has established a significant scholarly record, and demonstrated in some other outstanding way her/his ability to direct doctoral students, a reduction in the requirements for #3 and/or #4 above may be approved. Such strongly justified, written requests must be supported by a majority vote of the department's Level 2 faculty and the department head.

- 5. The candidate shall have a record of peer reviewed scholarship appropriate to the area of faculty specialization. The scholarship requirement will be satisfied typically by one or a combination of the following:
 - (a) publication of at least three (3) full-length research articles in reputable refereed journals within the past seven (7) years, or
 - (b) at least three exhibitions of design scholarship in invited or juried national or international venues in the past seven years, or
 - (c) a combination of 1 and 2 above.

"Reputable journals" are those identified as such by faculty in the nominee's department or academic area. The research methodology in these articles should reflect methodology appropriate to the nominee's field. The nominee must be the senior author on at least one of these publications. The publication of a book or research monograph can satisfy this requirement in part if it makes a significant scholarly contribution to the author's field of specialization. Such publications must clearly demonstrate the author's research competence.

Appropriate venues for exhibition of creative scholarship are those identified as such by the faculty in the nominee's department or academic area.

5. The candidate should demonstrate other significant professional scholarly commitment. Evidence of other significant professional scholarly commitment involving any one, or any combination of such activities as
 - (a) presenting refereed or invited papers before learned and professional organizations;
 - (b) serving on editorial boards for refereed journals,
 - (c) reviewing manuscripts for journals, conferences and textbooks,
 - (d) writing book reviews, scientific and industrial reports, short notes, popular articles, or similar materials;
 - (e) rendering any type of consulting service which provides evidence of the scholar's professional standing and competence in his special field;
 - (f) participating in the activities of appropriate scholarly scientific and professional organizations by holding offices or serving in responsible capacities;
 - (g) performing significant administrative duties connected with the graduate program of a department or of the university; or
 - (h) attainment of extramural support that is evidence of professional standing.

B. Reappointment

During the present term of appointment, the candidate shall have met the criteria and minimal standards outlined in the Criteria and Standards for Initial Appointment to Level 2 Graduate Faculty status.

III. TERMS OF APPOINTMENT

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 1 or Level 2 during the last 6 months of the current term.

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

LEVEL 1

A. Initial Appointment

The Department Head shall notify candidates to apply for initial appointment. 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 and will notify the Graduate Dean of his/her approval of the candidate's appointment to Level 1 Graduate Faculty status.

B. Reappointment

In the sixth year of Level 1 Graduate Faculty appointment, the faculty member will be notified to submit an updated vita on GFAST, the Graduate School website. The faculty member will also submit information to GFAST to document the criteria met as per Departmental Graduate Faculty guidelines for Level 1 Reappointment.

The Department Head will review the accuracy of materials submitted. The Department Head will make available the GFAST information documenting criteria met prior to a called meeting of the Level 1 and Level 2 Graduate Faculty. The Graduate Faculty will discuss, then vote by secret ballot, to grant one of the following:

- a. Reappointment to Level 1
- b. Denial of graduate faculty status

The number of Level 1 and Level 2 Graduate Faculty in the department and the results of the secret ballot shall be noted by the Department Head. This information will be reported to the Graduate Dean along with the Department's decision to Approve or Not Approve the Reappointment of Level 1 Graduate Faculty status. A recommendation to Approve Reappointment to Level 1 status will require a positive vote by a majority of the Level 1 and Level 2 Graduate Faculty in the Department.

LEVEL 2

A. Initial Appointment

A faculty member who believes he/she has met the criteria for Level 2 Graduate Faculty status may ask the Department Head to be nominated for Level 2 Graduate Faculty status at any time. The faculty member who is being nominated for initial Level 2 Graduate Faculty status will submit an updated vita on GFAST, the Graduate School website. The faculty member will also submit information to GFAST to document the criteria met as per Level 2 Departmental Graduate Faculty guidelines. The Department Head will review the accuracy of materials submitted. The Department Head will make available to Level 2 Graduate Faculty the information from GFAST documenting criteria met.

This information will be discussed at a called meeting of the Level 2 Graduate Faculty who will discuss, then vote by secret ballot, to grant one of the following:

- a. Initial appointment to Level 2
- b. Reappointment to Level 1
- c. Denial of graduate faculty status

The number of Level 2 Graduate Faculty in the department and the results of the secret ballot shall be reported by the Department Head to the Graduate Dean on the GFAST Graduate School website along with the department's decision to Approve or Not Approve the Level 2 Graduate Faculty appointment. A recommendation to Approve will require a positive vote by a majority of the Level 2 Graduate Faculty in the Department.

B. Reappointment

In the sixth year of Level 2 Graduate Faculty appointment, the faculty member will submit an updated vita on GFAST, the Graduate School website. The faculty member

will also submit information to GFAST to document the criteria met as per Level 2 Departmental Graduate Faculty guidelines. The Department Head will review the accuracy of materials submitted. The Department Head will make available to the Level 2 Graduate Faculty in the department the information documenting criteria met.

At a called meeting of the Level 2 Graduate Faculty the faculty will discuss, then vote by secret ballot, to grant one of the following:

- a. Reappointment to Level 2
- b. Reappointment to Level 1
- c. Denial of graduate faculty status

The number of Level 2 Graduate Faculty in the department and the results of the secret ballot shall be reported by the Department Head to the Graduate Dean through GFAST along with the department's decision to Approve or Not Approve the Level 2 Graduate Faculty appointment. A recommendation to Approve will require a positive vote by a majority of the Level 2 Graduate Faculty in the Department.

V. APPEALS PROCESS

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 detail reasons for the appeal and shall be routed through the Department Head. Appeals, based on procedural irregularity, will be reviewed by the Credentials Committee of the Graduate Council.