

Graduate Faculty Appointment and Reappointment Criteria and Standards

Department of: Counselor Education, Counseling Psychology,
and School Psychology

College: Education

Date Approved by Department: December 7, 2004

Department Head: Holly A. Stadler

Date Approved by Graduate Council: March 16, 2005

Dean, the Graduate School: _____

I. Levels of Membership

The Department will recognize two levels of membership on the Graduate Faculty.

Level 1:

The faculty member may teach at the 7000 and 8000 levels, may serve on both masters' and doctoral committees, may direct masters' theses, and may co-direct doctoral dissertations with a Level 2 graduate faculty member.

Level 2:

The faculty member may participate in the activities delineated for Level 1, and may also direct doctoral dissertations.

II. Criteria and Standards for Initial Appointment and Reappointment

Level 1

Initial appointment is for seven years.

A. Candidate must hold a doctorate.

B. Candidate's faculty rank must be Assistant Professor or above.

Reappointment

- A. Prior service at either Level 1 or Level 2.
- B. Candidate for reappointment must have contributed significantly to the graduate program through:
 - 1. Quality Instruction: Teaching evaluations by students and peers shall reflect a level of teaching effectiveness commensurate with departmental expectations and peer performance.
 - 2. Committee Service: Evidences a record of effective service on graduate advisory committees.
 - 3. Direction of Research: Provides effective direction for students conducting research at the master's level or co-direction of doctoral students' research.

Level 2Initial appointment is for seven years.

- A. The candidate must hold a doctorate.
- B. The candidate must hold faculty rank of Assistant Professor or above.
- C. The candidate must document three years of experience participating regularly in the department's graduate program, or in a similar graduate program at another institution of higher education.
- D. The candidate shall have served on at least three doctoral level examining committees.
- E. The candidate shall have a record of scholarly publication. The publication requirement will be satisfied typically by publication of at least three research articles in nationally refereed journals. The candidate must be the senior author on at least one of these publications. The publication of a book or research monograph can satisfy this requirement completely or in part if it makes a scholarly contribution to the author's field of specialization.
- F. The candidate must also demonstrate other significant professional scholarly commitment, such as (a) presenting papers before learned societies and professional organizations; (b) writing book reviews, scientific and industrial reports, short notes, popular articles, or similar materials; (c) rendering consulting service that provides evidence of

professional standing and competence in a professional discipline; (d) participating in the activities of appropriate scholarly scientific and professional organizations by holding offices or serving in other responsible capacities; (e) performing significant administrative duties connected with the graduate program of a department or of the university; or (f) attainment of extramural support that is evidence of professional standing.

Reappointment

To qualify for reappointment the candidate shall have met the criteria and minimal standards outlined above in A- F.

III. Term of Appointment

Level 1: The term of appointment shall be six years. A faculty member appointed to Level 1 may be nominated for Level 2 status at any point in time during the six-year appointment.

Level 2: The term of appointment shall be seven years. Faculty members serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last nine months of their current term.

IV. Procedures for Nomination: Initial Appointment and Reappointment

Level 1: The Department Head shall nominate candidates for initial appointment or for reappointment. The nomination dossier should contain a copy of the nominee's updated tenure and promotion document (as outlined in the Faculty Handbook) or a current Curriculum Vitae which contains equivalent material. The Department Head shall also complete a standard nomination form that is to include an outline of the department's criteria and standards, with explanations and documentation of how the nominee has specifically met those criteria and standards. In signing the nomination form, the Department Head certifies the accuracy of information contained in the nomination package and that the procedures, criteria and standards contained within the approved departmental plan have been followed and met. The Department Head will forward the nomination to the Graduate School for review and action by the Graduate Dean.

Level 2: Procedures shall be the same as for Level 1 with one additional step. Prior to forwarding the nomination to the Graduate School, all Level 2 graduate faculty members within the department shall review the nomination materials and vote by secret ballot relative to support or non-support of the nomination. The results of the vote as well as the number of Level 2 graduate faculty within the

unit shall be transmitted by the Department Head as a part of the nomination materials to be submitted to the Graduate School for review and action by the Graduate Dean. Nominees must have the support of a majority of the Department's Level 2 graduate faculty members.