

GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT

CRITERIA AND STANDARDS

DEPARTMENT OF CURRICULUM AND TEACHING

COLLEGE OF EDUCATION

Department Approval

Date approved by the Department: December 15, 2010

Dr. Nancy Barry, Head/Chair:  12/15/10

College Approval (if applicable)

Date approved by the College: _____

Dr. ^{Lou}Betty Whitford, Dean:  12-15-10

Graduate School Approval

Date approved by the Graduate Council: _____

George T. Flowers, Dean, Graduate School: _____

I. LEVELS OF MEMBERSHIP

Identify and define each level of graduate faculty membership.

The Department/College of Curriculum and Teaching recognizes four levels[s] of membership on the Graduate Faculty:

Level 0: The graduate faculty member may teach at the graduate level (6000 and 7000 level courses) and serve, but not direct master's committees. Faculty may not serve on specialist or doctoral committees.

Level 1: The graduate faculty member may teach at the graduate level (6000 – 7000) level courses), may serve on graduate students' advisory committee, and chair advisory committees for master's or specialist in education degree students. Exceptions to allow teaching of 8000 level courses are permitted upon approval of the Department Head and the Dean of the Graduate School. Exceptions will not apply to the supervision of doctoral dissertations.

Level 2: The graduate faculty may participate in the activities delineated for Level 1 and may also teach at the 8000-level and chair advisory committees for doctoral students.

Level 2A: The graduate faculty may participate in all of the activities delineated for Level 2, except for the direction of doctoral dissertations. Exceptions are permitted upon approval of the Dean of the Graduate School.

II. CRITERIA AND STANDARDS

For each level of membership, include the criteria and standards for initial appointment and reappointment. The criteria and standards must meet the minimum standards established by the Graduate School and described in "Graduate Faculty Appointment and Reappointment Policy."

LEVEL 0

A. Initial Appointment

1. Candidates must have an earned doctorate/terminal degree in the teaching discipline or a related discipline.

B. Reappointment

1. Prior service at Level 0.
2. Candidates must have documentation for the previous year as evidenced by relevant student, peer, or administrative evaluations of performance at or above a level that satisfies standards for the department and be recommended for reappointment by the tenured faculty in the program area and the Department Head. Level 0 appointment may be renewed annually upon recommendation of the tenured program faculty for a maximum of five years. Reappointment beyond that five year period will require a 2/3 vote of the Graduate Level 2 faculty in the department.

LEVEL 1

A. Initial Appointment

1. Candidates must have an earned doctorate/terminal degree in the teaching discipline or a related discipline and hold the rank of Assistant Professor or above.
2. Faculty members can maintain Level 1 membership for up to seven academic years. However, faculty must have attained Level 2 membership prior to promotion and tenure.

B. Reappointment

1. Faculty members will not be reappointed to Level 1 membership immediately following their initial appointment. However, under unusual circumstances, the Department Head may reappoint faculty members to Level 1 membership after they have served as Level 2 members.

LEVEL 2

A. Initial Appointment

1. Candidates must have an earned doctorate/terminal degree in the teaching discipline or a related discipline, rank of Assistant Professor or above, and hold tenure or a tenure-track appointment.
2. Candidates must have at least three years experience participating regularly in the graduate program in the Department of Curriculum and Teaching or at another institution of higher education. Participation must include effective teaching of courses at the 7000 or 8000 level and serving on graduate student advisory committees and may also include participating in graduate seminars and directing the research of graduate students.
3. Candidates must have served on the advisory committee of at least three graduate students who have graduated, either at Auburn or at another institution of higher education, and must have made substantial and positive contributions to the field project, thesis, or dissertation of at least one current or graduated student, either at Auburn or at another institution of higher education.
4. Candidates can demonstrate their scholarship in many kinds of professional publications related to research, theory, and practice. However, prior to initial appointment or reappointment to Level 2 membership, candidates must provide the following evidence of the range and quality of their scholarship:
 - a. Candidates must be authors or co-authors of at least two research articles published in or accepted for publication in reputable refereed journals. Typically, such journals will have national editorial boards, although articles that do not meet this criterion may be submitted for peer evaluation. Research articles must demonstrate the candidates' abilities to use research paradigms appropriate to their research questions (e.g., quantitative, qualitative, philosophical, or historical paradigms). Candidates must be the major author of at least one these articles. Candidates who submit atypical manifestations of research to satisfy this requirement (e.g., books, monographs, or multimedia products) must explain to Level 2 members how their products demonstrate their research competence.
 - b. Candidates must also be authors or co-authors of a third scholarly contribution (either already published or accepted for publication) which can be a third article meeting the criteria listed in 4A above or one of the following:
 - an article related to theory or practice in a refereed journal
 - an article in a refereed proceedings publication
 - an externally funded grant with a substantial research component
 - other significant scholarly work (e.g., books, book chapters, monographs)
 - multimedia products

In evaluating publications of all types, members of the Level 2 Graduate Faculty may consider issues such as (a) the originality and distinctiveness of the publications, (b) the relevance of the publications to the candidates' respective areas of specialization, (c) the contributions that candidates made to multi-authored publications, and (d) per-page fees and journal acceptance rates.

Candidates must realize that, typically, additional scholarly publications, including research articles, will be required for promotion to associate professor rank in the department.

5. Candidates should submit evidence of other significant professional scholarly commitment involving any one, or any combination, of such activities as (a) making presentations before learned and professional organizations; (b) writing non-research professional articles, book reviews, scientific and industrial reports, popular articles, or similar materials; (c) rendering any type of consulting services that provide evidence of the candidates' professional standing and competence in their respective fields; (d) participating in the activities of appropriate professional organizations by holding offices or serving in other responsible capacities; (e) performing significant administrative duties connected with the graduate program of the department, the college, or the university; and (f) attaining extramural support that is evidence of professional standing.

B. Reappointment

1. Candidates must seek reappointment before or during the last six months of each seven-year term. (Credentials should be made available to faculty two weeks prior to the November or the April meeting of Level 2 members.)
2. Candidates must meet Level 2 initial appointment criteria.
3. Candidates must have completed the department's peer review at least once during the past seven years.

LEVEL 2A

A. Initial Appointment

1. Candidate must desire Level 2A and occupy a full-time administrative position. Initial application should be made at the time of appointment to the administrative position. Appointment is available only to administrators who held Level 2 membership or a comparable appointment at another institution prior to administrative appointment.

B. Reappointment

1. Upon initial appointment to Level 2A, the full-time administrator may maintain Level 2A until up to four years after stepping down from the full-time administrative position and returning to departmental faculty.

III. TERMS OF APPOINTMENT

For each level of membership, describe the terms of appointment, indicating when faculty may apply for appointment.

- LEVEL 0:** The term of appointment is one year. Application should be made prior to assuming teaching responsibilities.
- LEVEL 1:** The term of appointment is seven years. Faculty appointed to Level 1 may apply for Level 2 any time Level 2 criteria have been met.
- LEVEL 2:** The term of appointment is seven years. Faculty serving at Level 2 must seek reappointment during the last six months of each seven-year term.
- LEVEL 2A:** The term of appointment is up to four years after the candidate has stepped down from a full-time administrative position and returned to departmental faculty.

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

For each level of membership, describe the nomination process for both initial appointment and reappointment.

LEVEL 0

A. Initial Appointment

1. The Department Head will notify candidates to apply for initial appointment. Information to be supplied by the candidate includes current curriculum vitae. The Department Head, upon recommendation by the tenured faculty in the program area, will submit application materials to the Graduate School for action by the Dean of the Graduate School. Application should be made prior to assuming teaching responsibilities.

B. Reappointment

1. The Department Head will notify candidates to apply for reappointment. Information of performance at or above a level that satisfies standards for the department. The Department Head, upon recommendation by the tenured faculty in the program area, will submit application materials to the Graduate School for action by the Dean of the Graduate School. Level 0 appointment may be renewed annually upon recommendation of the tenured program faculty for a maximum of five years. Reappointment beyond that five year period will require a 2/3 vote of the Graduate Level 2 faculty in the department.

LEVEL 1

A. Initial Appointment

1. The Department Head will 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 current curriculum vitae in compliance with that described in the Faculty Handbook. The Department Head will be notified of the application. Application should be made prior to assuming teaching responsibilities. The Department Head will recommend to the Graduate School appointment of new faculty members at the Assistant Professor rank or above to Level 1 membership upon their appointment to the faculty.

B. Reappointment

1. Faculty members will not be reappointed to Level 1 membership immediately following their initial appointment. However, under unusual circumstances, the Department Head may reappoint faculty members to Level 1 membership after having served as Level 2 members.

LEVEL 2

A. Initial Appointment

1. The Department Head will notify candidates to apply for initial appointment. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Candidates will obtain a password for the Graduate Faculty Approval System (GFAST) and log in to the system to Apply for Appointment. Candidates will upload their Vita as an Adobe Acrobat file, type in answers for Department Criteria, and submit their application on GFAST. The system will send an email message to the Department Head, who will schedule a meeting of Level 2 faculty to vote on the candidates' eligibility. Information to be supplied by the candidate includes current curriculum vitae in compliance with that described in the Faculty Handbook.
2. As soon as Level 1 faculty meet the requirements for Level 2 membership, but no later than six months before the end of their seventh year of Level 1 membership, candidates must submit to the Department Head their credentials for Level 2 membership. (Credentials should be made available to faculty two weeks prior to the November or the April meeting of Level 2 members.)
3. The Department Head will conduct the meetings of Level 2 members at which candidates' credentials are discussed. At those meetings candidates will make statements concerning their credentials and answer colleagues' questions about their qualifications for Level 2 membership. After candidates leave the meeting, Level 2 members will discuss the candidates' qualifications and then vote (Yes, No, Abstain). The Department Head will appoint two faculty members to count the ballots and to announce the results before the end of the meeting.

4. If at least two-thirds of the Level 2 members eligible to vote cast Yes votes for a candidate, that candidate will be recommended for Level 2 membership for a seven-year term. After notifying the candidate of the results, the Department Head will approve the application on GFAST, reporting the faculty's recommendation and assuring the Dean that the department has followed the process described in this document.
5. If fewer than two-thirds of the Level 2 members eligible to vote cast Yes votes for a candidate, the candidate will not be recommended for Level 2 membership. The Department Head will report the vote to the candidate as soon as possible and will review with the candidate the process for appealing the department faculty's decision or send credentials forward with the department's vote or choose to discontinue the process and reapply later.
6. Level 2 members unable to vote at a called meeting should obtain ballots from the Department Head and leave their marked ballots with the Department Head prior to the meeting.

B. Reappointment

1. Candidates must seek reappointment before or during the last six months of each seven-year term. (Credentials should be made available to faculty two weeks prior to the November or the April meeting of Level 2 members.)
2. The Department Head must verify that candidates have completed the department's peer review of teaching effectiveness at least once during the past seven years.
3. Procedures for reappointment will be the same as those for original appointment to Level 2 membership.

LEVEL 2A

A. Initial Appointment

1. Appointment is automatic based on a request from the candidate. The candidate must notify the Dean of the Graduate School.

B. Reappointment

1. Reappointment is automatic based on a request from the candidate. The candidate must notify the Dean of the Graduate School.

C. Reappointment to Level 2

1. The candidate may serve for a maximum of four years at Level 2A after stepping down from an administrative appointment. Candidates applying for reappointment to Level 2 will show evidence of contributions to the graduate program and a record of scholarly publication. Candidate should meet all criteria and standards for Level 2 reappointment (See section II).

V. APPEALS PROCESS

Describe the process for appealing a decision to deny initial appointment or reappointment.

1. If the Dean of the Graduate School judges that candidates for original appointment or reappointment to Level 2 membership have not met approved criteria or that the department has not followed approved procedures, the Dean of the Graduate School must notify the candidates and the Department Head.
2. Candidates denied appointment or reappointment to Level 2 may appeal by letter to the Dean of The Graduate School. The letter shall have the approval of the Department Head and the Academic Dean. The letter will detail the reasons for appeal.
3. Appeals, based on procedural irregularity, will be reviewed by the Credentials Committee.