

**Graduate Faculty
Appointment and Reappointment
Criteria and Standards**

Department of Discrete and Statistical Sciences/Mathematics

College/School of Sciences and Mathematics

Date Approved by (combined) Department: December 6, 2002

Department Head, Discrete and Statistical Sciences,

Department Chair, _____ Mathematics,

Date Approved by Graduate Council

Dean, the Graduate School

I. Levels of Membership

The Department will recognize the following three levels.

Level 1: The faculty member may teach at the 7000 level, may serve on both masters and doctoral committees and may direct masters theses.

Level 2: The faculty member may participate in the activities delineated for Level 1 and may also teach at the 8000 level and direct doctoral dissertations.

Level 2A: This level is designed for faculty members who are full time administrators who originally held level 2 membership upon accepting an administrative appointment. The faculty member may participate in all 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 initial Appointment and Reappointment.

Level 1:

Initial Appointment.

A. Terminal degree recognized by the Department.

B. Faculty Appointment at the Rank of Assistant Professor or Above.

Reappointment.

A. Prior service at either Level 1 or Level 2.

B. Candidate has during the term of appointment contributed to the graduate program through any one of the following:

1. Taught at least one course at the 6000 or 7000 level or served on at least one masters or doctoral advisory committee.
2. Published at least one paper in a refereed journal, or authored or co-authored a book, or served as editor of a journal in the field of specialization.
3. Rendered consulting service, at least once, within the field of specialization either under contract or as part of the University Extension Service, or attained extramural support at least once.

Level 2.

Initial Appointment.

- A. The candidate should hold a Ph. D. or equivalent.
- B. The candidate must hold faculty rank of assistant professor or above.
- C. The candidate should have at least three years of experience participating regularly in the graduate program in the Department of Mathematics or at another institution of higher learning, or demonstrated in some other outstanding way her/his ability to direct graduate level research.
- D. The candidate should have served on a masters or doctoral committee.
- E. The candidate should have demonstrated a level of scholarly publication. This requirement will be satisfied by the publication of at least three papers in reputable refereed journals. This requirement may also be satisfied by completely or in part by the publication of a book or monograph if it makes a scholarly contribution to the author's field of specialization and clearly demonstrates the author's research competence.
- F. The candidate should demonstrate at least two instances of other significant scholarly activities such as, (a) presenting papers before a professional or scholarly organization, (b) writing reports, reviews, or popular articles, (c) rendering consulting service which provides evidence of the scholar's professional standing and competence in the field, (d) participating in the activities of scholarly scientific and professional organization by holding offices or serving in other responsible capacities, (e) performing significant administrative duties connected with the graduate program of the department or of

the university, or (f) attainment of extramural support that is evidence of professional standing.

Reappointment

During the present term of appointment, the candidate should have met the criteria and minimal standards outlined under sections D, E and F of the criteria and standards for initial appointment.

Level 2A

Initial appointment

The candidate desires this administrative level and occupies a full time administrative position at the university and the candidate is up for reappointment at Level 2.

III Terms of Appointment

Level 1: The term of appointment shall be seven years.

Level 2: The term of appointment shall be seven years.

Note: A faculty member appointed to Level 1 may be nominated for Level 2 at anytime. Faculty members serving at level 2 can be nominated for reappointment at Level 1 or Level 2 during the last six months of their current term.

Level 2A: The term of appointment shall be from the initial appointment until up to four years after the candidate has stepped down from a full time administrative position and has returned to the department faculty.

IV Procedures for Nomination: Initial Appointment and Reappointment.

Level 1: The Department Chair upon the recommendation of the Graduate Studies Committee shall nominate candidates for initial appointment or reappointment. A dossier will be prepared containing a copy of the nominee's current curriculum vita. The Graduate Studies Committee or the Department Chair shall prepare a standard nomination form outlining the department's criteria and standards and indicating how the nominee has met these criteria and standards. The Department Chair will affirm by her/his signature the accuracy of the 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 Chair will forward the nomination to the Graduate School for review and action by the Graduate Dean.

Level 2: The procedure shall be the same as that for Level 1 with the following additional step. Prior to forwarding the nomination to the Graduate School, nomination

material shall be made available for review by all Level 2 or Level 2A graduate faculty members within the department. Following that review the Department Chair will call for a vote by all Level 2 or Level 2A graduate faculty members of the department for support or non-support of the nomination. The method of vote shall be determined by the Chair and the nominee and must be acceptable to the nominee and may be made by secret ballot. The result of the vote along with the nomination material shall be transmitted to the Graduate School for review and action by the Graduate Dean.

Level 2A: Automatic at the discretion of the candidate.