

Graduate Faculty
Appointment and Reappointment JUL 12 1996
Criteria and Standards
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GRADUATE SCHOOL
AUBURN UNIVERSITY

The criteria and standards presented below are applicable to all departments within the college of engineering. However, nominations for appointment and reappointment to the graduate faculty shall originate at the department level. Each department within the college of engineering shall interpret and apply the criteria and standards as its graduate faculty deems appropriate.

Date Approved by the College of Engineering: 7-10-96

Dean, the College of Engineering: William Walker

Date Approved by the Graduate Council: 7/10/96

Dean, the Graduate School: John F. Salter

I. Levels of Membership

All graduate faculty in the college of engineering may teach at the 600 and 700 level, may serve on or chair masters committees, and may serve on doctoral committees. Graduate faculty who have met the minimum committee service standard established by the graduate council and have established a satisfactory record of scholarly achievement, or have special permission from the dean of the graduate school, may chair doctoral committees.

[Explanatory Notes: The Graduate Council has established a minimum prior committee service standard for faculty directing doctoral students. Specifically, the faculty member must have directed one thesis option masters student to completion, or served on two thesis option masters committees to completion, or served on one doctoral committee to completion.

The satisfactory record of scholarly achievement requirement may be met by publication of at least two (2) full-length articles in reputable (as determined by the department involved) refereed outlets. Both journals and proceedings are acceptable so long as the full papers are truly refereed. Publication of a book or research monograph can also satisfy this requirement if it clearly demonstrates the author's research competence and makes a scholarly contribution to the author's field of specialization.

The first time a graduate faculty member is assigned to chair a doctoral committee the department head shall provide documentation to the dean of the graduate school, that the minimum prior committee service and satisfactory scholarly achievement requirements have been satisfied. Thereafter, such documentation will not be required. In exceptional cases, the department head may request special permission from the dean of the graduate school to direct a doctoral student for a faculty member who does not meet the minimum requirements described above.]

II. Criteria and Standards for Initial Appointment and Reappointment

For initial appointment, the faculty member must:

- hold faculty appointment at the rank of assistant professor, or above,

and

- hold the terminal degree (normally the doctorate) recognized by the department for the field of specialization. In cases where special achievement can be documented, the requirement for the terminal degree may be waived.

For reappointment, the faculty member must

- have prior service as a member of the graduate faculty,

and

- have, during the term of appointment, contributed to the graduate program by:
 - maintaining a level of teaching quality commensurate with the departmental peers in graduate courses,

and

 - contributing in an active and positive fashion to graduate advisory committees served upon or chaired,

and

 - maintaining a record of scholarly publication demonstrating research competence in the applicable field of specialization,

and

 - demonstrating other significant scholarly achievement.

[Explanatory Notes: The publication requirement can be met by the publication of at least three (3) full-length articles in reputable refereed outlets during the seven year period preceding the appointment. Both journals and proceedings are acceptable so long as the full papers are truly refereed. Publication of a book or research monograph can satisfy the publication requirement if it clearly demonstrates the author's research competence and makes a scholarly contribution to the author's field of specialization.

The other significant scholarly achievement requirement can be met by any of a variety of activities, either alone or in combination. These include, but are not necessarily limited to, presentations before learned and professional organizations; publication of book reviews, technical reports, technical notes, popular articles, or similar materials; rendering consulting services that demonstrate professional standing and competence in the field of specialization; participating in scholarly, scientific, or technical organizations by holding office, chairing committees, or serving in other similar capacities; performing significant administrative duties related to the graduate program; and attainment of extramural support.]

III. Term of Appointment

The term of appointment shall be seven (7) years.

IV. Procedures for Nomination

Initial Appointment

The department head shall forward to the dean of the graduate school, through the dean of the college of engineering, appropriate documentation as evidence of eligibility for initial appointment. The standard Graduate Faculty nomination form will be used. If the faculty member does not hold the terminal degree, appropriate evidence of special achievement must be submitted. Graduate faculty status shall commence simultaneously with appointment at professorial rank.

Reappointment

The department head shall nominate candidates for reappointment. The nomination package should contain information similar to that required of candidates for tenure and promotion (see the Faculty Handbook). The department head should also complete a nomination form which outlines the applicable criteria and standards and fully documents the candidate's eligibility for reappointment. The department head's signature on the nomination form certifies the accuracy of the information contained in the nomination package and that the procedures, criteria and standards contained within the approved college plan have been followed and met.

The nomination package described above shall be reviewed by all graduate faculty members within the department. Following this review, the department head shall call for a vote by all graduate faculty members within the department relative to support or non-support of the nomination. The vote shall be taken by secret ballot.

If the nomination is supported by a majority of those eligible to vote, the department head will transmit to the dean of the graduate school, through the dean of the college of engineering, the nomination package described above, the numerical results of the vote, and the total number of graduate faculty members within the department.

The dean of the graduate school shall review the nomination package and proceed as indicated in the Faculty Handbook.