

Approved:



Dean, College of Liberal Arts

Date

Appendix 4: Policy on Graduate Faculty Membership (Revision approved by Graduate Faculty in English, Sept. 22, 2010)

I. Levels of Membership

The Graduate Faculty of the Department of English recognizes two levels of membership:

- A. Associate Members (Level 1): Associate Members may teach at the graduate level, serve on both master's and doctoral advisory committees, participate in master's examinations, and direct master's theses.
- B. Members (Level 2): Members may, in addition, direct doctoral dissertations.

II. Criteria for Appointment

A. Associate Members (Level 1)

Criteria for New Faculty Members

- a. Appropriate terminal degree (ordinarily the doctorate) or the equivalent in training, ability, and experience
- b. Full-time tenure-track appointment at rank of Assistant Professor or higher
- c. Promise as a graduate teacher and as a publishing scholar or creative writer

B. Members (Level 2)

- a. Appropriate terminal degree (ordinarily the doctorate) or the equivalent in training, ability, and experience
- b. Full-time tenure-track appointment at the rank of Assistant Professor or higher

c. Research or creative contributions as indicated by

- At least three substantive articles in refereed journals (including electronic journals or archives) or chapters in refereed collections published or accepted for publication during the seven years prior to nomination, or reappointment, or
- A refereed scholarly book, edition, or monograph published or accepted for publication for the first time during the seven years prior to nomination, or reappointment, or
- Substantive creative work published for the first time or accepted for publication during the seven years prior to nomination, or reappointment, or
- Substantive development or application of information technology for research purposes during the seven years prior to nomination, or reappointment. Instructional use may be a secondary purpose. This work will be considered in place of one or more articles.

d. Contributions to graduate teaching as indicated by

- Three years of participation in this or another graduate program, normally including service on at least one examining committee for a doctoral student, either the General Doctoral Examination (written and oral portions) or the Final Oral Examination.
- Experience in directing independent research through such forms as directed individual study projects, undergraduate honors theses, MA theses. Substantially helping to direct a doctoral student's dissertation, though not as chair of the advisory committee, can also satisfy this criterion.
- Demonstrated skill in graduate teaching in this or another graduate program. The faculty member will submit a small portfolio of evidence, including graduate syllabi, for consideration.

III. Terms of Appointment

- A. Associate Members (Level 1) hold a seven year, non-renewable appointment.
- B. Members (Level 2) hold a seven year appointment and may be nominated for reappointment at any time during the last year of their terms.

- C. Faculty who have not maintained Graduate Faculty status may request reappointment to membership at Level 2. The term of membership is seven years.

IV. Procedures for Nomination

A. Appointments

a. Associate Members (Level 1)

In the case of **new faculty members**, nomination to the Graduate Faculty should be made by the DH as soon as possible after tenure track appointment to the faculty. The candidate will be asked to visit the current Graduate Faculty database on the web in order to upload a copy of his or her curriculum vitae and answer a series of questions based on the English Department's criteria for initial appointment. In approving the nomination through the database, the DH vouches for the accuracy of the information contained in the nomination materials and certifies that the departmental procedures approved by the Graduate Council have been followed. Upon approval, the nomination materials are automatically forwarded to the Graduate School for review and approval by the Graduate Dean.

In the Department of English **initial** appointment to Level 1 Membership does not require a vote of Graduate Faculty members.

b. Members (Level 2)

An Associate Member (Level 1) may be nominated to become a Member (Level 2) at any time during his or her seven-year term of appointment. In the case of faculty members already on appointment in the department but not members of the Graduate Faculty, nomination to the Graduate Faculty should be requested of the DH.

In all cases, the candidate will be asked to visit the current Graduate Faculty database on the web in order to upload a copy of his or her curriculum vitae and answer a series of questions based on the English Department's criteria for appointment. The candidate will also prepare

- A standard promotion and tenure document
- Copies of scholarly or creative publications
- A portfolio of relevant teaching materials

The DH will make these materials, in addition to those from the Graduate Faculty database, available for review by all Level 2 Members of the Graduate Faculty in the department. Level 2 Members will be provided paper ballots with options to vote Yes, No, or Hold for Meeting. Should one-third of Level 2 Members request a meeting, the DH will then convene a meeting of the Level 2 Graduate Faculty to discuss the candidate's qualifications and conduct another vote by secret ballot on the proposed nomination. If at least two-thirds of those voting support the proposed nomination (provided that this number constitutes a majority of those eligible to vote), the results of the vote as well as the number of Level 2 Members eligible to vote will be approved by DH and forwarded for action to the Dean of the Graduate School.

B. Reappointments

Current Members (Level 2) will be contacted by the Graduate School with instructions for initiating their reappointment for a new seven-year term. The candidate will be asked to visit the current Graduate Faculty database on the web in order to upload a current copy of his or her curriculum vitae and answer a series of questions based on the English Department's criteria for reappointment. The candidate will also prepare copies of required scholarly or creative publications published within the last seven years. The candidate should alert the DH, who will make these materials, in addition to those from the Graduate Faculty database, available for review by all Members (Level 2) of the Graduate Faculty in the department. The DH will make these materials, in addition to those from the Graduate Faculty database, available for review by all Level 2 Members of the Graduate Faculty in the department. Level 2 Members will be provided paper ballots with options to vote Yes, No, or Hold for Meeting. Should one-third of Level 2 Members request a meeting, the DH will then convene a meeting of the Level 2 Graduate Faculty to discuss the candidate's qualifications and conduct another vote by secret ballot on the proposed nomination. If at least two-thirds of those voting support the proposed nomination (provided that this number constitutes a majority of those eligible to vote), the results of the vote as well as the number of Level 2 Members eligible to vote will be approved by DH and forwarded for action to the Dean of the Graduate School.

C. Appeals

Faculty members denied appointment or reappointment to the Graduate Faculty at Level 1 or Level 2 may appeal by letter sent through the DH to the Dean of the Graduate School.

When there is a clear need in expertise not represented by the existing Level 2 faculty, members of the faculty from outside of Auburn University's English Department may be voted on to the graduate faculty of the English Department as affiliate members.

Likewise, faculty from outside of Auburn University may be nominated for affiliation to the Auburn English faculty by nomination of a major professor and by vote of the graduate faculty. The applicant's CV and the results of the faculty ballot are passed on to the Dean of the College. His or her recommendation is passed on to the Graduate Council and then to the President for approval of the appointment to Affiliate Faculty status.

In both cases, faculty from other departments and those affiliated from other universities may apply for English Affiliate Graduate Faculty status. Affiliate Graduate Faculty are non-voting members of the English Graduate Faculty who may not serve on M.A. thesis committees, may not teach graduate classes, and may not direct dissertations. Term Affiliate Graduate Faculty is for no longer than 5 years before coming up for a vote for renewal, at which time the DH will reassess departmental needs in this area of expertise. This policy will be reviewed in five years and reassessed in light of graduate faculty needs at that time.

Affiliate Graduate Faculty Requirements

Candidates must be sponsored by the major professor and must be nominated in writing one semester prior to the semester during which the student plans to take examinations or begin the dissertation.

Candidates must submit materials and then be voted on by the English graduate faculty.

Candidates must meet criteria A, B, and C, and at least one of the items in category D on the stated requirements for Level 2 status.

Affiliate Graduate Faculty Duties:

1. May serve in place of the required second Level 2 professor on examination and dissertation committees but may not direct dissertations.