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**Department of Finance
Graduate Faculty
Appointment and Reappointment
Criteria and Standards**

Department of Finance

College of Business

Date Approved by Department: April 26, 1996
Department Head: John J. Maher

Date Approved by Graduate Council: 7/10/96
Dean, the Graduate School: John J. Maher

I. Levels of Membership

The Department of Finance will recognize one level of membership on the Graduate Faculty.

Level 1: The faculty member may teach at the 600 level, may serve on both masters and doctoral committees and may direct masters theses.

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 Level 1
- B. Candidate has, during the term of appointment, contributed to the graduate program through:
 - 1. Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations
and/or
 - 2. Contributing in an active and positive fashion to graduate advisory committees served upon

and/or

3. Providing sound and competent direction to students directed at the masters level.
- C. The candidate shall have a record of scholarly publication. The publication requirement will be satisfied typically by publication of at least three (3) full-length research articles in reputable refereed journals during the past appointment period. ("Reputable journals" are those identified as such by faculty in the nominee's department or academic area.) The research methodology in these articles should reflect methodology appropriate to the nominee's field. 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. Such publications must clearly demonstrate the author's research competence.

III. Term of Appointment

Level 1: The term of appointment shall be seven (7) years. Faculty members can be nominated for reappointment during the last 6 months of their current term.

IV. Procedures for Nomination: Initial Appointment and Reappointment

Initial Appointment: The Department Head (Chair) 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, pp. 3:14 - 3:17, Information to be supplied by candidate) or a current cv which contains equivalent material. The Department Head (Chair) shall also complete a standard nomination form which outlines the department's criteria and standards and how the nominee has specifically met those criteria and standards. The Department Head (Chair) in signing the nomination form 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 (Chair) will forward the nomination to the Graduate School for review and action by the Graduate Dean.

Reappointment: Procedures shall be the same as for initial appointment with one additional step. Prior to forwarding the nomination to the Graduate School, nomination materials shall be reviewed by all graduate faculty members within the department. Following that review, the Department Head (Chair) shall call for a vote by all graduate faculty by secret ballot relative to support or non-support of the nomination. The results of the vote as well as the number of graduate faculty within the unit shall be transmitted with the nomination materials to the Graduate School for review and action by the Graduate Dean.

NOTE: Nominees shall have the support of a majority of the current graduate faculty within the unit.