

Graduate Faculty
Appointment and Reappointment
Criteria and Standards
June 23, 2003

Department of Pharmacy Care Systems

College/School of Pharmacy

Date Approved by Department: 6/30/03
Department Head: Bruce Berger Bruce Berger

Date Approved by Graduate Council: June 23, 2003
Dean, the Graduate School: [Signature]

I. Levels of Membership

The Department will recognize three levels of membership on the Graduate Faculty.

Level 0: The faculty member may serve on masters committees, if the project involves their area of clinical expertise. Level 0 (clinical faculty) may not direct or co-direct a masters student. Only one member of a thesis committee may be from the clinical faculty.

Level 1: The faculty member may teach graduate courses, 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 graduate courses and direct doctoral dissertations.

II. Criteria and Standards for Initial Appointment and Reappointment

Level 0

Initial Appointment

A. Professional pharmacy degree or terminal degree in an area of expertise as recognized by the Department that will be essential to the graduate committee (e.g., pharmacoconomics, pharmacoepidemiology).

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

Reappointment

- A. Prior Service at Level 0
- B. Candidate has during the term of appointment contributed to the graduate program through:
 - 1. Contributing in an active and positive fashion to graduate advisory committees served upon.
 - 2. Providing sound and competent direction to students directed at the masters level.

Level 1

Initial Appointment

- A. Terminal Graduate 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:
 - 1. Contributing in an active and positive fashion to graduate advisory committees served upon.
 - 2. Providing sound and competent direction to students directed at the masters level.

Level 2

Initial Appointment

- A. The candidate should hold the highest research degree commonly awarded in the field (Ph.D.).

- B. The candidate must hold faculty rank of assistant professor, assistant research professor, or above.
- C. The candidate should have three (3) years of experience participating regularly in the graduate program of the candidate's department at Auburn, or at another institution of higher education, or demonstrated in some other outstanding way her/his ability to direct graduate level research.
- D. The candidate should have served on at least three (3) examining committees. These may be three (3) final masters examinations or three (3) doctoral examinations (general or final) or combinations of these.

NOTE: In rare cases, where the Candidate has established a significant scholarly record, and demonstrated in some other outstanding way her/his ability to direct doctoral students, the Graduate Dean may approve a reduction in the requirements for C and/or D above. Such strongly justified, written requests must be supported by a majority vote of the department's Level 2 faculty and the department head.

- E. 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. ("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 nominee must be the senior author on at least one of these publications. 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. In those areas where publication is not customarily the end result of scholarly and creative activity, evidence of comparable achievement suitable for establishing professional standing must be presented.
- F. The candidate should demonstrate other significant professional scholarly commitment. Evidence of other significant professional scholarly commitment involving any one, or any combination of such activities as (a) reading papers before learned and professional organizations; (b) writing book reviews, scientific and industrial reports, short notes, popular articles, or similar materials; (c) rendering any type of consulting service which provides evidence of the scholar's professional standing and competence in her/his special field; (d) participating in the activities of appropriate scholarly scientific and professional organizations by holding offices or serving in other responsible capacities; (e) performing significant administrative duties connected with the graduate program of a

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 shall have met the criteria and minimal standards outlined under sections E and F, and the Criteria and Standards for Initial Appointment.

III. Term of Appointment

Level 0: The term of appointment shall be 5 years.

Level 1: The term of appointment shall be 7 years.

Level 2: The term of appointment shall be seven (7) years.

Note: A faculty member appointed to Level 1 may be nominated for Level 2 status at anytime. Faculty members serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last 6 months of their current term.

IV. Procedures for Nomination: Initial Appointment and Reappointment

Level 0: 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 Information to be supplied by candidate) or a current curriculum vitae 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.

Prior to forwarding the nomination to the Graduate School; nomination materials shall be reviewed by all Level 1 and Level 2 graduate faculty members within the department. Following that review, the Department Head (Chair) shall call for a vote by all Level 1 and Level 2 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 Level 1 and Level 2 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 Level 1 and Level 2 graduate faculty within the unit.

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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 Information to be supplied by candidate) or a current curriculum vitae 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) shall call for a vote by all Level 1 and Level 2 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 Level 1 and Level 2 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 Level 1 and Level 2 graduate faculty within the unit.

Level 2:

Procedures shall be the same as for Level 1 with one different step. Prior to forwarding the nomination to the Graduate School, nomination materials shall be reviewed by all Level 2 graduate faculty members within the department. Following that review, the Department Head (Chair) shall call for a vote by all Level 2 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 Level 2 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 Level 2 graduate faculty within the unit.