

# GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT

## CRITERIA AND STANDARDS

### DEPARTMENT OF PSYCHOLOGY

#### **Department Approval**

Date approved by the Department: 2-7-2011

#### **College Approval**

Date approved by the College: 2-7-2011

#### **Graduate School Approval**

Date approved by the Graduate Council: \_\_\_\_\_

### **I. LEVELS OF MEMBERSHIP**

*Identify and define each level of graduate faculty membership.*

The Department of Psychology recognizes three level[s] of membership on the Graduate Faculty:

**Level 0:** Faculty who may teach at the graduate level (e.g., 6000- or 7000-level courses) but who may not direct master's theses or doctoral dissertations. Faculty at this level may not serve on master's thesis committees.

*Example:* The graduate faculty member may teach at the graduate level (e.g., 6000- and 7000-level courses) but may not serve on master's or doctoral committees or direct theses and dissertations.

**Level 1:** Faculty who may teach at the graduate level (e.g., 6000- and 7000-level courses) and who may also serve on master's and doctoral committees, and who may direct master's theses.

*Example:* The graduate faculty member may teach at the 7000-level, may serve on master's and doctoral committees and may direct master's theses.

**Level 2:** Faculty who may participate in the activities delineated for Level 1 and who may also teach 8000-level courses and direct doctoral dissertations.

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

### **II. CRITERIA AND STANDARDS**

*For each level of membership, include the criteria and standards for initial appointment and reappointment. The criteria and standards must meet the minimum standards established by the Graduate School and described in "Graduate Faculty Appointment and Reappointment Policy."*

## **LEVEL 0**

### **A. Initial Appointment**

Psychology Ph.D. degree and expertise in specialized area (e.g., Forensics Psychology) which is a)not currently found in the specialty areas of full-time, tenure-track faculty within the department or b) there is too great a demand for the courses in the specialized area for full-time, tenure-track faculty to meet designation or other relevant professional certification.

### **B. Reappointment**

Candidate has prior service at Level 0. Candidate has during the term of appointment contributed to the graduate program through maintaining a level of teaching quality commensurate with school peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.

## **LEVEL 1**

### **A. Initial Appointment**

The candidate must have a research-based doctorate in his/her area of specialization. The candidate must have a full-time, tenure-track appointment at the rank of assistant professor or higher.

### **B. Reappointment**

The candidate must have a record of prior service at either Level 1 or Level 2. The candidate has, during the term of appointment, contributed to the graduate program through:

1. Maintaining a level of teaching quality commensurate with the departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.
2. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member.

The candidate should demonstrate other significant professional scholarly commitment. Evidence of other significant professional scholarly commitment may involve any one, or any combinations of, such activities as a)presenting 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 the nominee's special field; d) demonstrating outreach activities through writing and or presenting continued professional education; e) participating in the activities of the appropriate scholarly scientific and professional organizations by holding offices or serving in other responsible capacities; f)

performing significant administrative duties connected with the graduate program of a department or of the university; or g) attainment of extramural support that is evidence of professional standing.

## **LEVEL 2**

### **A. Initial Appointment**

1. The candidate must have a tenure or tenure-track appointment at the rank of assistant professor or higher.
2. The candidate must have a research-based doctorate, two or more years or postdoctoral or faculty experience and demonstrated independent scholarly productivity. This will be evaluated based on the following criteria: the candidate has pursued his/her own research project(s); showed scholarly achievement through publication of research articles in peer-reviewed journals; submitted or received peer-reviewed grants; demonstrated supervisory or advisory experience in guiding graduate student research; and teaching in graduate level courses.

### **B. Reappointment**

The candidate will show evidence of:

1. Contributions to the graduate program of the department through:
  - a. Maintaining a level of teaching quality commensurate with the departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations;
  - b. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member.
2. The candidate shall provide evidence of research activity. The candidate may provide this evidence through a) record of scholarly publication in reputable referred journals that are identified by the faculty in the candidate's department; b) the publication of a book, book chapters or research monographs can be used to satisfy this requirement in part if such publications make a scholarly contribution to the author's field of specialization and clearly demonstrate the candidate's research competence or c) the acquisition of external research grants or contracts. The candidate should provide evidence of at least (4) such activities per appointment period (7 years).

## **III. TERMS OF APPOINTMENT**

*For each level of membership, describe the terms of appointment, indication when faculty may apply for appointment.*

*Examples:*

**LEVEL 0:** The term of appointment is seven years. Application should be made prior to assuming teaching responsibilities.

**LEVEL 1:** The term of appointment is seven years. Those appointed to Level 1 may be nominated for Level 2 status at any time.

**LEVEL 2:** The term appointment is seven years. Those serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last 6 months of the current term.

#### **IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT**

*For each level of membership, describe the nomination process for both initial appointment and reappointment.*

##### **LEVEL 0**

###### **A. Initial Appointment**

The Department Head shall notify candidates to apply for initial appointment. Information to be supplied by the candidates includes the current curriculum vitae. The Department Head will submit application materials to the Graduate School for action by the Dean of the Graduate School.

###### **B. Reappointment**

The Department Head shall notify candidates to apply for reappointment. Information to be supplied by the candidate includes the current curriculum vitae. The Department head will submit application materials to the Graduate School for action by the Dean of the Graduate School.

##### **LEVEL 1**

###### **A. Initial Appointment**

The Department Head shall notify candidates to apply for initial appointment. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified of the application.

###### **B. Reappointment**

The Department Head shall notify candidates to apply for reappointment. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified of the application. For reappointment, application material will be made available to all Level 2 faculty. Input will be solicited from Level 2 faculty and a vote taken. The nominee shall have the support of the majority of the current Level 2 faculty in the department. Approval or rejection will be submitted to the Graduate School for action by the Dean of the Graduate School.

##### **LEVEL 2**

### **A. Initial Appointment**

The Department Head shall notify candidates to apply for appointment. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified of the application.

### **B. Reappointment**

The Department Head shall notify candidates to apply for reappointment. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website. Information to be supplied by the candidate includes the current curriculum vitae. The Department Head will be notified of the application. Material will be made available to all Level 2 faculty. Input will be solicited from Level 2 faculty and a vote taken. The nominee shall have the support of the majority of the current Level 2 faculty in the department. Approval or rejection will be submitted to the Graduate School for action by the Dean of the Graduate School.

## **V. APPEALS PROCESS**

Those denied appointment or reappointment to the Graduate Faculty at Level 1 or Level 2 may appeal by letter to the Dean of the Graduate School. The letter shall have the approval of the department head/chair and the academic dean and shall detail reasons for the appeal. Appeals, based on procedural irregularity, will be reviewed by the Credentials Committee.

### **I. Levels of Membership**

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

Level 1: The faculty member holding a terminal degree may teach at the 6000 and 7000 levels, may serve on masters committees, and may serve as ex-officio member of a master's thesis committee.

Level 2: The faculty member holding a terminal degree may teach at the 6000 and 7000 levels, may serve on master's or doctoral committees, and may direct a master's thesis.

II. Criteria and Standards for Initial Appointment and Reappointment to Levels One and Two.

a. Level One

i. Initial Appointment

1. A terminal degree recognized by the Department
2. Faculty rank of assistant clinical professor, assistant professor or above.

ii. Reappointment

1. Prior service as a member of the graduate faculty
2. Maintain a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.
3. Demonstrate other significant professional scholarly commitment evidenced by any one, or any combination, of activities listed below
  - a. Presenting scholarly papers before learned or professional organizations
  - b. Writing book reviews, scientific and professional reports, popular articles, or similar materials
  - c. Rendering any type of consulting service that provides evidence of the scholars professional standing and competence in the nominee's field of expertise
  - d. Demonstrating outreach activities through writing and or presenting continued professional education
  - e. Participating in the activities of appropriate scholarly scientific and professional organizations by holding offices or serving in other responsible capacities
  - f. Performing significant administrative duties connected with the graduate program of a department or university
  - g. Attainment of extramural support that is evidence of professional standing

b. Level 2

i. Initial Appointment

1. Tenure or tenure-track appointment at the rank of assistant professor or higher
2. Research-based doctorate

3. Two or more years of postdoctoral or faculty experience and demonstrated independent scholarly productivity demonstrated by the following
    - a. Pursuit of individual research project(s)
    - b. Demonstrated achievement through publication of research articles in peer-reviewed journals or peer-reviewed books
    - c. Submitted or received peer-reviewed grants; internal and external grants have equal weight
    - d. Demonstrated supervisory or advisory experience in guiding graduate student research
    - e. Teaching graduate courses
  - ii. Reappointment
    1. Maintain a level of teaching quality commensurate with departmental peers in graduate courses are evidenced by relevant student and/or peer teaching evaluations
    2. Contributing in an active and positive fashion to a graduate advisory committee(s) as chair or member
    3. Demonstrate research activity as indicated by at least two of the following
      - a. A record of scholarly publication in reputable refereed journals that are identified by the department faculty
      - b. The publication of a book, book chapters, or research monographs if such publications make a scholarly contribution to the author's field of specialization and clearly demonstrate the candidate's research competence
      - c. The acquisition of external research grants or contracts
- III. Terms of Appointment
- a. Term of appointment is seven years for both Levels
  - b. Application should be made prior to assuming teaching responsibilities
  - c. Those appointed to Level 1 may be nominated for Level 2 status at any time
- IV. Procedures for Nominations
- a. Level 1
    - i. Initial appointment
      1. The department chair shall notify candidates to apply for appointment
      2. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website
      3. Nominee must include his/her CV
      4. The department chair will be notified of the application
    - ii. Reappointment
      1. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website
      2. Nominee must include his/her CV
      3. The department chair will be notified of the application

4. Materials will be available to all level 2 faculty
5. Input will be solicited from Level 2 faculty and a vote taken
6. The nominee shall have the support of the majority of the current Level 2 faculty in the department
7. Approval or rejection will be submitted to the Graduate School for action by the Dean

b. Level 2

i. Initial Appointment

1. The department chair shall notify candidates to apply for appointment
2. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website
3. Nominee must include his/her CV
4. The department chair will be notified of the application

ii. Reappointment

1. Application should be made via the Graduate Faculty Approval System (GFAST) on the Graduate School website
2. Nominee must include his/her CV
3. The department chair will be notified of the application
4. Materials will be available to all level 2 faculty
5. Input will be solicited from Level 2 faculty and a vote taken
6. The nominee shall have the support of the majority of the current Level 2 faculty in the department
7. Approval or rejection will be submitted to the Graduate School for action by the Dean

V. Appeals process

Candidates who believe that they have been denied appointment or reappointment to the Graduate Faculty due to procedural irregularity may appeal in writing to the Dean of the Graduate School. The letter shall detail reasons for the appeal and should be sent through the department chair and academic dean. It will be reviewed by the Credentials Committee, which will make a recommendation to the Graduate Council.