

**Graduate Faculty
Appointment and Reappointment
Criteria and Standards
January, 2003**

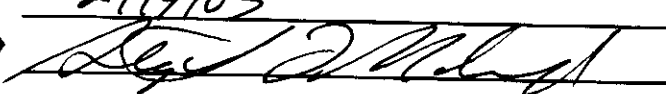
Department: → Rehabilitation and Special Education

College/School of: → Education

Date Approved by Department: → October 16, 2002

Department Head: → Philip Browning, Ph.D

Date Approved by Graduate Council: → 2/19/03

Dean, Graduate School: → 

I. LEVELS OF MEMBERSHIP

The department will recognize four levels of membership on the Graduate Faculty.

- Level 0: The instructor may teach at the 6000 and 7000 levels and serve on masters' committees.
- Level 1: The faculty member may teach at the 6000 and 7000 levels, serve on both master's 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 at the 8000 level and direct doctoral dissertations.
- Level 2A: The full-time administrator(s) can teach at the 6000, 7000, and 8000 levels, and can be members of masters' and doctoral committees.

II. CRITERIA AND STANDARDS: INITIAL APPOINTMENT AND REAPPOINTMENT

Level 0

- Initial Appointment: The nominee should have the highest terminal degree commonly awarded in her/his field (normally the doctorate); should be well known to the department, and hold the rank of instructor or above either on a tenure or non-tenure track appointment. Exceptional achievement is expected if she/he does not satisfy the terminal degree requirement. An instructor not holding the highest degree in her/his field should have a record of research or other creative activities of such quality as to establish that the instructor is a recognized authority or leader in her/his field. In order for one to serve the department at level "0", the individual must have been approved by a majority vote of RSED's Level II Graduate Faculty members. Further, an individual approved at level "0" will be able to instruct only those select graduate courses that are approved by RSED's Level II Graduate Faculty members.

- **Reappointment:** The instructor will be considered for reappointment if she/he maintains a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant students and/or peer teaching evaluations.

Level 1

Initial Appointment. (a) terminal degree recognized by the department, and (b) faculty appointment at the rank of Assistant Professor (or above)

Reappointment: (a) prior service at either Level 1 or Level 2, and (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
2. contributing in an active and positive fashion to graduate advisory committees served upon, and
3. providing sound and competent direction to students directed at the masters level.

Level 2

Initial Appointment

- A. The candidate should hold the highest degree commonly awarded in the field (normally the doctorate). If the candidate does not have this degree, exceptional achievement is expected.
- B. The candidate must hold faculty rank of assistant 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 master's examinations, or three (3) doctoral examinations (general or final) or combination 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 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, of 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 his special field; (d) participating in the activities of appropriate scholarly scientific and professional organizations by holding offices or serving in other 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 Criteria and Standards for Initial Appointment.

Level 2A

Initial appointment. The Graduate Faculty Level 2A is for full-time administrators who originally held a Level 2 memberships. This administrative level allows such individuals graduate program participation and continuation as a member of the Graduate Faculty, yet precludes them from directing doctoral students (without special exceptions granted by the Dean of the Graduate School). Level 2A members can direct masters students, teaching graduate courses, and being members of graduate committees at both levels. Furthermore, they may engage in these graduate program activities without a vote by the Level 2 graduate faculty within the department and without having to satisfy the other usual Level 2 criteria.

III TERM OF APPOINTMENT

Level 0:	7 years
Level 1:	7 years
Level 2:	7 years
Level 2A:	7 years

IV. PROCEDURES FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

Level 0: Again, in order for one to serve the department at level "0", the individual must have been approved by a majority of RSED's Level II Graduate Faculty members via a departmental procedure including an official nomination, discussion, and vote. The department head (chair) shall then recommend to the Graduate Dean "0" level candidates for initial appointment or reappointment. Further, an individual approved at level "0" will be able to instruct only those select graduate courses that are approved by RSED's Level II Graduate Faculty members. The same departmental procedure of an official recommendation, discussion, and vote will be employed to approve those graduate courses for which the level "0" individual is allowed to instruct.

Level 1: The Department Head (Chair) shall nominate candidates for initial appointment or for reappointment. The nomination dossier should contain a copy of the nominees'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. 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.

Level 2: Procedures shall be the same as for Level 1 with one additional 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 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 faculty within the unit.

Level 2A: Full-time administrators of this department who originally held a Level 2 membership are eligible to apply for Level 2A if they so choose.