LEVELS OF MEMBERSHIP

The department will recognize three levels of membership on the Graduate Faculty:
Level 0: The instructor may teach at 6000, 7000, and 8000 levels and serve on masters committees.
Level 1: The faculty member may teach at 6000, 7000, and 8000 levels, serve on both masters and doctoral committees, and may direct master’s theses and dissertation(s) as Co-Chair with a Level 2 faculty member.
Level 2: The faculty member may participate in the activities delineated for Level 1 and direct doctoral dissertations.

CRITERIA AND STANDARDS: APPOINTMENT AND REAPPOINTMENT

Level 0
Initial Appointment: The nominee must 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, Visiting Faculty, either on a tenure or non-tenure track appointment.

Reappointment: The faculty member 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 student and/or peer teaching evaluations.

Level 1
Initial Appointment:
The nominee must 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, Visiting Faculty, Assistant Professor, Associate Professor, or Professor either on a tenure or non-tenure track appointment. Faculty in the Clinical or Research title series are eligible for Level 1 appointment.

Reappointment: (a) prior service at Level 1, and (b) nominee has during the term of appointment contributed to the graduate program by:
• Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations.
• Contributing in an active and positive fashion to graduate advisory committees served.
• Providing sound and competent direction to student committees at the master’s level and/or in the role of co-chair of doctoral dissertation(s).
Level 2
Initial Appointment
1. The nominee must 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 Assistant Professor, Associate Professor, or Professor either in a tenured or tenure track appointment. Faculty appointments in the Clinical or Research title series are eligible for Level 2 appointment.

2. The nominee must have (a) three years of experience participating regularly in the graduate program of the nominee’s department at Auburn University or (b) at another institution of higher education or (c) demonstrated in some other outstanding way her/his ability to direct graduate level research.

3. The nominee must have served on at least three examining committees. These may be three final master’s examinations, or three doctoral examinations (general or final) or a combination of master’s and doctoral committees.

4. The nominee must have a record of scholarly publication. The publication requirement will be satisfied by the publication of at least three full-length research articles in reputable refereed journals. (“Reputable journals” are those identified as such by faculty in the candidate’s department or academic program area.) The research methodology in these articles must reflect methodology appropriate to the candidate’s field. The candidate 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.

6. The nominee must demonstrate other significant professional scholarly commitment. Evidence of other significant professional scholarly commitment involving one of any combination of such activities as (a) presenting papers or posters at professional meetings; (b) writing non-research articles, 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/her field; (d) participating in the activities of appropriate 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 faculty member shall have again met the criteria and minimal standards for initial or previous appointment described in 3, 4, & 5 above: (a) service on three new examining committees; (b) three new research-based publications; (c) recent demonstration of significant scholarly commitment.

TERMS OF APPOINTMENT
• Level 0: 7 years
• Level 1: 7 years
• Level 2: 7 years

PROCEDURE FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

Candidates for initial appointment and reappointment at any level are to obtain a password from the Graduate School and upload nomination materials to the Graduate Faculty Approval System.
(GFAST). Instructions are found on the Graduate School website. On the site, a nominee may view the graduate faculty status of others in the department and what their qualifying credentials were when appointed or reappointed.

**Level 0**
The department head will present the name and credentials of the nominee to the entire faculty and ask for questions and comments. The proposed roles and responsibilities (e.g., courses to be taught) must be clearly specified. This information may be delivered to the faculty in writing without a meeting, but should any faculty member or the department head wish, the nomination will be placed on the agenda as a discussion item for a faculty meeting. No vote by faculty is required.

**Level 1**
The department head will present the name and credentials of the nominee to the entire faculty and ask for questions and comments. The proposed roles and responsibilities (e.g., courses to be taught) must be clearly specified. The nomination dossier should contain a copy of the candidate’s tenure and promotion document or a current curriculum vita, which contains equivalent material. Following discussion, the department head shall call for a vote by Level 2 graduate faculty by secret ballot, with the options of voting yes, no, or abstain. Ordinarily, all eligible Level 2 faculty will be present at the meeting. If a faculty member cannot attend the meeting, the department head will obtain that person’s proxy vote in a sealed envelope and add the ballot to the others before tabulation. The results of the vote as well as the number of Level 2 graduate faculty within the unit shall be announced in the meeting. A majority of yes votes is required for the nomination to go forward to the Graduate School.

**Level 2**
The department head will present the name and credentials of the nominee to the entire faculty and ask for questions and comments. The proposed roles and responsibilities (e.g., courses to be taught) must be clearly specified. The nomination dossier should contain a copy of the candidate’s tenure and promotion document or a current curriculum vita, which contains equivalent material. Following discussion, the department head shall call for a vote by Level 2 graduate faculty by secret ballot, with the options of voting yes, no, or abstain. Ordinarily, all eligible Level 2 faculty will be present at the meeting. If a faculty member cannot attend the meeting, the department head will obtain that person’s proxy vote in a sealed envelope and add the ballot to the others before tabulation. The results of the vote as well as the number of Level 2 graduate faculty within the unit shall be announced in the meeting. A majority of yes votes is required for the nomination to go forward to the Graduate School.

Faculty seeking reappointment may be recommended by the department head and forwarded to the Graduate School without review and vote of Level 2 graduate faculty.

For all levels, upon approval at the departmental level, nomination materials are forwarded to the Graduate School for review and approval by the Dean of the Graduate School and the Graduate Council. For levels requiring a faculty vote, the vote results and the number of faculty eligible to vote are included in materials sent to the Graduate School. The names of candidates approved for initial appointment to the Graduate Faculty are published monthly in the minutes of the Graduate Council.