

GUIDELINES FOR GRADUATE FACULTY APPOINTMENT

I. CRITERIA FOR APPOINTMENT

Appointment to the Graduate Faculty is viewed as a commitment to excellence in graduate education and professional productivity. The Graduate Council establishes the guidelines for for appointment to the Graduate Faculty and makes recommendations for Affiliate Member and Member appointment.

Criteria for appointment to the Graduate Faculty include:

- Possession of the terminal degree (as defined by the discipline) from an appropriately accredited institution. If the faculty member does not hold the appropriate terminal degree or otherwise does not meet the accreditation standards for graduate faculty status in that discipline, the highest level of membership for which this faculty member may apply is Affiliate Member.
- An identified programmatic connection with graduate course work and a commitment to participation in the graduate program, which may include activities such as advising responsibilities, directing student research and scholarly activities, serving on graduate advisory committees, or teaching graduate level courses.
- Competency in teaching, as evaluated by the department chair.
- Professional productivity as demonstrated by publications, grants, research, or other scholarly and creative activities.
- Evidence of leadership at the graduate program, department, college, university, or professional level.

Particular attention will be given to the quality and depth of the faculty member's contributions to graduate education and to the quality and depth of his/her/their scholarship. **The graduate program coordinator, department chair, and dean are all asked to provide narrative comments on these qualitative criteria.**

II. LEVELS OF MEMBERSHIP

Graduate Faculty appointments are made at one of three levels of membership.

TEMPORARY MEMBER

A part-time faculty member or member of the community who has special competencies for conduct of the graduate program may be recommended for temporary membership on the Graduate Faculty. Depending upon qualifications, a temporary member may teach graduate courses, including 4xx7/5xx7 and 4596/5956 courses, and serve on graduate student advisory committees as a supplemental member. A temporary member cannot chair graduate student advisory committees. The temporary member application is reviewed and approved the Dean of the Graduate School.

Appointment term: 1 year (for teaching) or term of the advisory committee (for serving on

advisory committee)

AFFILIATE MEMBER

A full-time or adjunct faculty member who does not meet the criteria for Member status on the Graduate Faculty but who has special competencies needed in a department's graduate program may be recommended for affiliate membership on the Graduate Faculty. An affiliate member of the Graduate Faculty is eligible to teach graduate courses, including 4xx7/5xx7 and 4596/5956 courses, and serve on graduate student advisory committees as a supplemental member. An affiliate member cannot chair graduate student advisory committees. The Graduate Council reviews the applicant's credentials as documented on the application and recommends the classification of the appointment.

Appointment term: 3 years

MEMBER

A full-time faculty member with a terminal degree who demonstrates productivity in graduate teaching; scholarly research, publication, and/or creative activity; directing graduate student research; serving on graduate student advisory committees; grant writing; and/or providing graduate program, department, college, university, or professional leadership is eligible for member status. A member of the Graduate Faculty is eligible to teach graduate courses, including 4xx7/5xx7 and 4596/5956 courses, and can chair or serve on graduate student advisory committees. The Graduate Council reviews the applicant's credentials as documented on the application and recommends the classification of the appointment.

Appointment term: 5 years

SENIOR MEMBER

Faculty who were given Senior Member status prior to February 2022 when Graduate Council eliminated the level may hold their Senior Member status until their seven-year term ends. At the time of reappointment, they will be eligible for Member status.

III. APPOINTMENT AND REAPPOINTMENT

Faculty must apply for initial appointment and reappointment to the Graduate Faculty. Appointment or reappointment to the Graduate Faculty is dependent upon the ongoing performance of the activities required for membership. Thus, each member of the Graduate Faculty will be reviewed regularly based upon their membership level and appointment term.

The review for new applicants must take place prior to teaching any graduate classes or serving on any graduate student advisory committees. The review for reappointment must occur prior to the expiration of the current appointment. If the Graduate Faculty appointment has expired, a faculty member must apply for temporary graduate faculty status to allow them to teach graduate courses immediately *as well as* apply for reappointment as an Affiliate Member or Member of the Graduate Faculty.

A faculty member in post-retirement, or who holds retired or emeritus status, shall retain the level of graduate faculty appointment in effect at the time of retirement for the remainder of the term of that appointment. When the appointment expires, these faculty members are eligible to re-apply for appointment to the Graduate Faculty following the same procedures and guidelines as for all faculty.

When applying for initial appointment or reappointment to the Graduate Faculty, the applicant will

provide evidence of active participation and competence in graduate teaching, direction of student research or creative activity, service on graduate student advisory committees, advising of graduate students, professional productivity, and/or providing department, college, university, or professional leadership. The Graduate Council reviews applications and will make one of the following recommendations to the Dean of the Graduate School: appointment as an Affiliate Member of the Graduate Faculty, appointment as a Member of the Graduate Faculty, or removal from the Graduate Faculty.

A. Procedure for Appointment at the Member or Affiliate Member Level

1. The faculty member completes an application that is routed to the appropriate graduate coordinator. Applications for appointment must include a current curriculum vitae.
2. The appropriate graduate coordinator, department chair, and college dean will comment on the quality and depth of the faculty member's contribution or potential contribution to graduate education and scholarship. Each reviewer will also recommend an appropriate appointment level based upon his/her/their review of the faculty member's credentials.
3. The application is then routed to the Graduate School, which regularly compiles applications and forwards the material to the Graduate Council. The Graduate Council reviews these applications according to a schedule published by Graduate Council each academic year and makes a recommendation for or against appointment/reappointment. This recommendation is forwarded to the Dean of the Graduate School and then to the President of ETSU, who makes the final decision concerning Graduate Faculty appointment.
4. The Dean of the Graduate School (or designee) will inform Graduate Faculty members and the appropriate chairs and deans of the date a faculty member's appointment is to expire and the links to policies and procedures and appointment materials.

B. Procedure for Appointment as a Temporary Graduate Faculty Member

1. Those who qualify for Temporary Graduate Faculty membership and who are teaching courses should submit an application for Temporary Graduate Faculty Status prior to the beginning of the term they will be teaching. Likewise, those who qualify and are serving on a student advisory committee should submit the application before serving on an advisory committee. A curriculum vitae is required as part of the application. The form is routed to the Department Chair.
2. The Department Chair must specify the course(s) to be taught (if any) and/or the student advisory committee on which the faculty will serve. The Department chair will also explain the appropriateness of the of the faculty member's educational qualifications and/or professional credentials to teach the requested course or serve on the committee. The form is then routed to the Dean of the Graduate School.
3. The Dean of the Graduate School reviews and either approves or denies the request.

IV. REMOVING A CURRENT MEMBER OF THE GRADUATE FACULTY

Under rare and exceptional circumstances, a faculty member, department chair, college dean or graduate dean may petition the Graduate Council to revoke a current Graduate Faculty member's status. The Graduate Council will hold a hearing and follow due process in its decision-making process.

V. EXCEPTIONS AND DEPARTMENT/PROGRAM PREROGATIVES

Requests for exceptions to the policies and procedures herein, including a program's use of a more rigorous classification standard for faculty serving as dissertation chairs, must be submitted to the Dean of the Graduate School for approval.

History

Approved by Graduate Council: 02/28/2022

Revised: 02/22/2022

Revised: 09/20/2016