

Graduate Faculty Membership Policies and Procedures

Rationale for change: The process does not sync with other processes involving reappointment, promotion, tenure, and post tenure review. This independent process results in graduate membership lapsing unintentionally and in extra work for faculty. In addition, the materials presented when requesting membership do not always reflect the information needed to determine the faculty member's suitability to teach graduate courses and participate in mentoring graduate students in research or creative endeavors.

Recommendation 1: Timeline.

In order to simplify the process for applying for Graduate Faculty membership, Graduate Faculty appointment/reappointment should be requested at the same time that faculty apply for reappointment, tenure, promotion, and/or post tenure review. Currently, application for Graduate Faculty is a separate process. By making application for Graduate Faculty concurrent with reappointment/tenure/post-tenure review (for which research, teaching, and service are all important components), the Graduate School will ensure that it receives a holistic picture of the faculty member's accomplishments and qualifications.

Appointments and reappointments to Graduate Faculty Membership will be made only in cases in which the faculty member has or will potentially have graduate responsibilities. All memberships are contingent upon the recommendation of the faculty member's home department, and the approval of both the college/school Dean and the Dean of the Graduate School.

The timing of Graduate Faculty Membership appointment and reappointment is as follows:

Appointment and reappointment for tenure-track faculty hired without tenure: The process will coincide with hiring, reappointment, and tenure, typically in the first semester, the third year, and the sixth year. Faculty members given credit for years taught at other universities and who, as a result, are reappointed or tenured on a different schedule will be eligible for Graduate Faculty Membership at a schedule depending on when they will be considered for reappointment or tenure.

Appointment and reappointment for faculty with tenure: Tenured faculty will be considered for reappointment at the same time as promotion and/or post-tenure review. This includes faculty hired with tenure.

Reappointment for tenured faculty members on administrative reassignment: Those on administrative reassignment (not subject to post-tenure review) will be eligible for reappointment as Members every five years. This five-year cycle will begin in the initial year of the faculty member's fulltime administrative assignment. If the faculty member returns to teaching, s/he will not have to reapply for graduate faculty membership until s/he comes up for post-tenure review.

Appointment of qualified faculty to Affiliate Membership may be approved by the Graduate Dean at the request of an academic department and with the approval of the college/school Dean for terms of up to three years.

Recommendation 2: Procedure.

The procedures for graduate faculty membership and faculty reappointment, tenure/, and post-tenure review follow the same administrative review process, except that the materials listed below under recommendation (4) will go from the Dean of the faculty member's college or school to the Dean of the Graduate School for consideration and final approval. Departments and colleges should amend appointment, reappointment, tenure, and post-tenure review forms or application instructions to prompt faculty to indicate their intent to apply for graduate faculty membership at each juncture.

Recommendation 3: Qualifications.

The following qualifications are required for Graduate Faculty Membership:

- The highest degree (PhD, EdD, MFA) in the discipline
- Evidence of engagement in graduate education and research, including:
 - Evidence that the faculty member is staying current in the discipline
 - Evidence of effective teaching and mentoring at the graduate level; new faculty may include evidence of /*potential*/ for effective teaching and mentoring

Affiliate membership may be granted in circumstances where the faculty member's credentials do not meet the above requirements, but professional or other academic experience equip the individual to teach a specific graduate class or classes.

The list appended to this document provides suggestions for appropriate evidence of engagement. Academic departments are encouraged to use these lists as guidelines in conjunction with the requirements laid out in their promotion, tenure, reappointment, and merit pay documents.

Recommendation 4: Application.

The application for Graduate Faculty Membership must include:

The application form, available from the Graduate School website. (See last page of this document.)
A cover letter summarizing evidence of engagement in graduate education and research in the last five years, including specifically the following:

- Evidence of effective teaching and mentoring at the graduate level; new faculty may include evidence of *potential* for effective teaching and mentoring
- Evidence of staying current in the discipline

Addendum: Suggested credentials to document qualifications for Graduate Faculty Membership

Departments should consider these suggestions when recommending faculty for membership.

GENERAL ENGAGEMENT IN GRADUATE EDUCATION AND RESEARCH

| Typical Credentials (these should dominate) | Atypical credentials (should not be listed in lieu of typical credentials) |
|---|---|
| Service on committees or councils or task forces relevant to graduate education at Appalachian | Service as referee or panelist for federal, state or private agency allocating research funds |
| Service on departmental graduate committee | Leadership in a regional or national professional organization germane to the discipline |
| Service on university-wide graduate and research awards committees | Attendance as department representative at graduate recruiting fair |
| Service on committee or task force to develop new graduate program or certificate | Presentation on "how to apply to graduate school" for student organization or class |
| Service as graduate program director or coordinator | |
| Service as graduate advisor of record | |
| Service on departmental graduate admissions committee | |
| Service on departmental graduate awards committee | |
| Leadership in statewide, regional, or national organizations focused on graduate education | |
| Service on statewide, regional, or national committees for graduate awards | |

STAYING CURRENT IN THE DISCIPLINE

| Typical Credentials (these should dominate) | Atypical credentials (should not be listed in lieu of typical credentials) |
|--|---|
| Refereed scholarly articles and reports | Book reviews in professional journals |
| Books and monographs | Conference session organized and chaired |
| Book chapters | Service as conference program chair |
| Funded external grants and contracts on which faculty member is the PI or co-PI | Funded external grants and contracts on which faculty member is participant but not PI or co-PI |
| Juried creative activities or performances | Funded internal research proposal |
| Published playscripts or compositions | Self-published or self-produced creative work |
| Invited recitals or performances | Production assistance on student performances |
| Refereed papers presented at learned or professional meetings, symposia, conferences | Unfunded grant proposals with high scores |
| Invited keynote address to disciplinary or professional organization | Regular newspaper or journal column with state-wide or regional circulation |
| Published abstracts and conference proceedings (not duplicative of papers presented) | Expert witness testimony |
| Departmental, college, or university awards for outstanding research | Invited talks to community groups |
| Intellectual property disclosures | Articles currently under review |
| External awards (professional organizations, scholarly societies) for research | Conference presentations under review |
| Scholarly editions | Workshops attended in discipline |
| Editions of essay collections | |
| Serving on editorial boards for disciplinary publications | |
| Serving as reviewers for grant proposals in the discipline | |

EFFECTIVE TEACHING AND MENTORING AT THE GRADUATE LEVEL

| Typical Credentials (these should dominate) | Atypical credentials (should not be listed in lieu of typical credentials) |
|--|---|
| Graduate courses taught (including evaluations) | Guest lecture(s) in graduate course(s) |
| New graduate course(s) developed | Service on thesis or dissertation committees |
| Master's theses and/or doctoral dissertations chaired | General supervision of research assistants |
| Products of learning directed | Presentation(s) at workshop(s) for graduate students |
| Capstone or culminating graduate research projects directed | Presentation at graduate student orientation |
| Evidence of effective graduate research mentoring (student publications and/or presentations, student research awards) | Faculty evaluation of graduate teaching assistants |
| Co-author with graduate student on published research or major conference presentation | |
| Service on graduate advisory, examining, and reading committees | |
| Evidence of effective mentoring of graduate students in teaching (GTA award for protégée) | |
| Departmental, college, or university awards for graduate teaching and mentoring | |
| Service as graduate teaching assistants coordinator | |
| Service on master's thesis or doctoral dissertation committees at other institutions | |
| Management and supervision of graduate internship programs | |

Appalachian State University Application for Graduate Faculty Membership

Attach an up-to-date vita or resume and a letter describing evidence of engagement in **graduate** education and research during the last five years, including:

- Evidence of staying current in the discipline
- Evidence of effective teaching and mentoring at the graduate level; new faculty may include evidence of *potential* for effective teaching and mentoring

For additional guidelines and examples, please refer to the Graduate Faculty Membership policy available on the Graduate School Website.

Name: _____ Date: _____

Discipline: _____

Department: _____

Eligibility: Affiliate Member* Member

Date of approval of the Department Personnel Committee: _____

Approval of Department Chair: Approve Do Not Approve

Signature of Department Chair: _____

Approval of College/School: Approve Do Not Approve

Signature of Academic Dean: _____

Approval of the Dean of Research and Graduate Studies: _____

***If Affiliate Membership is requested, complete the following:**

Specific responsibility (e.g., course, thesis/dissertation committee, etc.): _____

Timeframe for the requested responsibility: _____

If external to Appalachian, is this person eligible to teach
graduate courses at his/her home institution? YES NO