

Florida Atlantic University
College of Architecture, Urban and Public Affairs
Process for Appointment and
Renewal to the Graduate Faculty

THE GRADUATE FACULTY OF THE COLLEGE OF ARCHITECTURE, URBAN AND PUBLIC AFFAIRS

A. Categories of Membership

The graduate faculty categories of membership in the College of Architecture, Urban and Public Affairs are Graduate Faculty, Associate Graduate Faculty, Graduate Lecturer, and Graduate Faculty Emeriti.

B. Membership Levels and Privileges

1. Graduate Faculty.

- a. Members of the Graduate Faculty are full time tenured or tenure-track faculty members. They may teach graduate courses, serve on dissertation committees and the University Graduate Council, and vote on all matters relevant to graduate affairs at Florida Atlantic University.
- b. Graduate Faculty have sole franchise to vote on program policies and procedures, curriculum changes, nominations for their college-wide University Graduate Council representative, and nominations for appointment and reappointment of their Graduate Faculty, Associate Graduate Faculty and Graduate Lecturers.
- c. Graduate Faculty members are appointed to five-year renewable terms.

2. Associate Graduate Faculty.

- a. Members of the Associate Graduate Faculty may teach graduate courses and b. Associate Graduate Faculty members are appointed to five-year renewable terms.

3. Graduate Lecturer.

- a. Graduate Lecturers may teach graduate level courses.
- b. Graduate Lecturers are appointed to one-year renewable terms.

4. Graduate Faculty Emeriti.

- a. Upon the recommendation of the program/department/school or interdepartmental Graduate Committee, retired Graduate Faculty members who have been appointed to emeritus status may retain the rights and privileges associated with their previous status as members of the Graduate Faculty.
- b. Graduate Faculty Emeriti may serve on dissertation committees as a member or Co-Chair.
- c. Graduate Faculty Emeriti are appointed to a five-year renewable term.

C. Membership Criteria

1. Graduate Faculty. A faculty member nominated for appointment as Graduate Faculty must meet the following minimum requirements:

- a. Hold the rank of Assistant Professor or clinical faculty. Under exceptional circumstances, faculty members with a comparable level of expertise may apply for status as Graduate Faculty;
- b. Hold the terminal degree suitable for contributing to the program or show a comparable level of attainment through experience as determined by the Graduate Committee of the program;
- c. Be actively involved in scholarly or creative activity, graduate teaching or graduate mentoring.

2. Associate Graduate Faculty. A faculty member nominated for appointment as Associate Graduate Faculty must meet the following minimum requirements:

- a. Hold the rank of Adjunct Faculty or above (visiting faculty inclusive);
- b. Hold the terminal degree suitable for contributing to the program or show a comparable level of attainment through experience as determined by the Graduate Committee of the program;
- c. Be actively involved in scholarly or creative activity or graduate teaching.

3. Graduate Lecturer. A faculty member nominated for appointment as Graduate Lecturer must meet the following minimum requirements:

- a. Hold the rank of Instructor, Lecturer or above;
- b. Hold at least a master's degree or professional degree or show a comparable level of attainment through experience as determined by the Graduate Committee of the program.

D. Procedures for Appointment

1. Appointments Not Requiring an Initial Application.

- a. Existing faculty participating in graduate degree programs. Effective, October 2009, all College of Architecture, Urban and Public Affairs faculty members who meet the required criteria stipulated under Section C, and are tenured or tenure-track, or are appointed to specific terms in academic units that house a graduate degree program are automatically approved to be members of the Graduate Faculty for a period of five years. No application process was required. At the end of the five-year period, appointment to the Graduate Faculty will be renewed per Section E.
- b. New faculty participating in graduate degree programs. All future College of Architecture, Urban and Public Affairs faculty members who meet the required criteria, and are tenured or tenure-track, or are to be appointed to specific terms in academic units that house a graduate degree program are automatically approved to be members of the Graduate Faculty for a period of five years. No application process is required. All new faculty members in this category will be appointed as Graduate Faculty in their letter of appointment at the time of hire. At the end of the five-year period, appointment to the Graduate Faculty will be renewed per Section E below.

2. Appointments Requiring an Initial Application.

- b. Associate Graduate Faculty and Graduate Lecturer. Existing or future College of Architecture, Urban and Public Affairs faculty members seeking appointment as Associate Graduate Faculty or as a Graduate Lecturer in any academic unit must apply to be appointed.

3. Process for Applying as Graduate Faculty, Associate Graduate Faculty or Graduate Lecturer.

Eligible faculty members will use the following process to apply for status as Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturer.

- a. The applicant submits an application form and vita to the Chair or Coordinator of the graduate program in the relevant academic unit.
- b. All Graduate Faculty members in the relevant academic unit will vote on the application. A simple majority of these Graduate Faculty members must support the nomination.
- c. The Chair or Coordinator of the graduate program up through the appropriate College Committee and/or College Dean must review and make a recommendation on the nomination.
- d. For faculty members in academic units who do not participate in a graduate program, or for those academic units with fewer than six Graduate Faculty members, a special ad-hoc six-person review committee will be elected by the Graduate Committee of the appropriate college or colleges. The Chair of the ad-hoc committee shall write a letter to the Graduate College Dean explaining the reasons for supporting or not supporting the nomination. A simple majority of the committee must support the nomination.
- e. The Graduate College Dean will review the nomination and either approve or deny the nomination.

E. Procedures for Reappointment

1. Criteria for Continued Membership.

- a. It is the responsibility of the faculty in the graduate programs to maintain active involvement and competency in their respective graduate program(s).
- b. For reappointment purposes the faculty shall be evaluated based on their recent record in any or all of the following: scholarly activity, graduate teaching, and graduate mentoring. The quality of such activities shall be primary considerations for continued membership in the graduate program faculties.
- c. All Graduate Faculty and Associate Graduate Faculty shall undergo a review at least once every five years after their initial appointment. All Graduate Lecturers and Graduate Faculty Emeriti shall have appointments that are valid only for the particular function for which they are approved, and for a specific duration of time, but not more than five years.
- d. Criteria for Continuance as Graduate Faculty Member:
Evidence of a continuous record of research and scholarly activity as demonstrated by:
Publications- Articles in peer reviewed journals
Presentations- Peer reviewed presentations at the state, national or international level
Creative Activities- Juried exhibitions of creative work at the state, national or international level
Grants-Writing both funded and unfunded grants; reviewing grants both in and out of the university
Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal
Any combination of the categories above totaling 3 within 5 years demonstrates continuous scholarly activity (e.g., 2 publications within peer reviewed journals and 1 presentation at a conference selected via peer review process)

F. Appointments of External Members and non-FAU faculty to Doctoral Dissertation Committees

The expectations in the College of Architecture, Urban and Public Affairs are that a minimum three (3) Graduate Faculty will serve as committee members with one of the three as chair. External (from the university) faculty may serve on dissertation committees at the discretion of the department and college. All Dissertation Committee members must be approved as Graduate Faculty, Associate Graduate Faculty or Emeritus Graduate Faculty in compliance with the

University Graduate College Document. Exceptions will be voted on by the Graduate Faculty members within the department.

G. Reporting the List and Record Keeping

The College of Architecture, Urban and Public Affairs Dean will annually report the approved members at all levels to the Graduate College Dean.

A copy of transcripts and curriculum vita shall be on file in the appropriate departmental office (or electronically stored) for faculty approved at all levels.

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