

# **Florida Atlantic University College of Education**

## **Process for Appointment and Renewal to the Graduate Faculty**

*January 22, 2010 Approved  
FAU COE Faculty Assembly*

### **Graduate College Process for Appointment to Graduate Faculty**

Graduate Faculty will meet the following university minimum requirements as follows:

- *Hold the rank of Assistant Professor or above (clinical, research scientist/faculty, and affiliate research faculty inclusive). Under exceptional circumstances faculty members with a comparable level of expertise may apply for status as Graduate Faculty.*
- *Hold the terminal degree suitable for contributing to the college or show a comparable level of attainment through experience as determined by the Graduate Committee of the program.*
- *Be actively involved in scholarly or creative activity, graduate teaching or graduate mentoring.*

### **College of Education Process for Appointment to Graduate Faculty**

The Graduate Faculty of the College of Education was created on January 1, 1988. The existence of a Graduate Faculty is one of the many necessary mechanisms for maintaining rigorous, professional instructional quality control. In addition, the traditional role of the Graduate Faculty is seen as a way to encourage the faculty to strive for higher levels of scholarship. Membership to the Graduate Faculty is for a five-year term and is renewable, subject to review in accordance with the prescribed guidelines.

Faculty members appointed after January 1, 1988 are required to follow the designated procedures for attaining initial appointment to the Graduate Faculty.

### **Criteria and Guidelines for Membership on the Graduate Faculty**

#### **I. Initial Appointment to the Graduate Faculty**

- A. Possess the terminal degree.
- B. Recommendation for Graduate Faculty status is initiated by the Department Chairperson and is forwarded through the College of Education Graduate Programs Committee to the Dean of the College of Education for final approval.
- C. Publications, Grants, Presentations, Creative Activities, and Editorships used for initial appointment may be no older than five years prior to the appointment date.
- D. Eligible for a 5 year, renewable term.

## **II Criteria for Serving as a Chair or Member of a Graduate Committee**

### **A. Chair a Doctoral Committee**

1. Hold rank of Associate or Full Professor.
2. Possess a knowledge base relevant to the student's major field of study.
3. Serve as a member of at least one doctoral committee to completion.
4. Provide evidence of a continuous record of research and scholarly activity as demonstrated by:

- Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university
- Publications- Articles in peer reviewed journals or book chapters
- 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
- Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal

Any combination of the categories above totaling 5 within 5 years demonstrates continuous scholarly activity (e.g., 4 publications within peer reviewed journals and 1 presentation at a conference selected via peer review process, OR 1 Grant submitted to IES, 2 publications within peer reviewed journals, 1 presentation at a conference selected via peer review process, and 1 year as Field Editor for Journal of Teacher Education).

### **OR**

One book marketed by a publisher unsubsidized by the author. This publication expressly excludes products such as anthologies, monographs, and research reports.

5. Provide evidence of completion of a Human Subjects Training Course (e.g. CITI).
6. Provide evidence of active involvement in scholarly or creative activity, graduate teaching or graduate mentoring.
7. Departments within the College of Education may, by a vote of the Graduate Faculty within that department, require additional evidence or experience to chair doctoral dissertation committees.

### **B. Serve as a Member of a Doctoral Committee**

1. Hold the rank of Assistant Professor or higher.
2. Provide evidence of a continuous record of research and scholarly activity as demonstrated by:

- Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university
- 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
- 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)

- One chapter in a book marketed by a publisher unsubsidized by the author. This publication expressly excludes products such as anthologies, monographs, and research reports.

3. Provide evidence of completion of a Human Subjects Training Course (e.g. CITI)

4. Provide evidence of active involvement in scholarly or creative activity, graduate teaching or graduate mentoring.

**C. Chair/Member of a Specialist/Master Committee**

1. Hold rank of Assistant Professor or higher.
2. Provide evidence a record of publication and research as follows:
  - a. one article in a refereed or national journal

**AND**

- b. be actively engaged in on-going research activity (as indicated above in II.B ).

**III. Renewal of Appointment to the Graduate Faculty**

Faculty approved at Level A for two cycles (10 years) may maintain this level with a current vita evidencing active scholarship, research, and graduate teaching/mentoring through an expedited re-approval process.

Faculty approved at Level B for two cycles (10 years) may maintain this level with a current vita evidencing active scholarship, research, and graduate teaching through an expedited re-approval process.

Faculty approved at Level C for two cycles (10 years) may this level with a current vita evidencing active graduate teaching through an expedited re-approval process.

The College of Education expects all tenured and tenure track faculty to earn and maintain Graduate Faculty status.

#### **IV. Process for Appointment to Associate Graduate Faculty, Graduate Faculty Emeriti, and Graduate Lecturer**

##### **A. Graduate College Process for Appointment of Associate Graduate Faculty**

*Associate Graduate Faculty will meet the following university minimum requirements:*

- *Hold the rank of adjunct faculty or above (visiting faculty inclusive)*
- *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;*
- *Be actively involved in scholarly OR creative activity OR graduate teaching.*

##### **B. College of Education Process for Appointment of Associate Graduate Faculty and Graduate Faculty Emeriti**

Applications for Associate Graduate Faculty and Graduate Faculty Emeriti shall be reviewed and voted on by the departmental Graduate Faculty. Departmental Graduate Faculty will determine if candidates meet the Graduate College requirements and at what level. The required forms from the Graduate College will be completed and include the departmental chair's signature and the departmental Graduate Faculty vote. The required forms from the Graduate College shall be forwarded to the College of Education Dean for signature and then to the University Graduate College Dean. University Graduate College criteria for appointment to the Associate Graduate Faculty and Graduate Faculty Emeriti shall apply; however, privileges of serving on dissertation and thesis committees are subject to approval by the academic unit faculty. Associate Graduate Faculty are appointed to a 5 year renewable term to comply with the Graduate College rules. Graduate Faculty Emeriti are appointed to a 1 year renewable term.

##### **C. Graduate College Process for Appointment of Graduate Lecturer**

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

- *Hold the rank of Instructor, Lecturer or above;*
- *Hold at least a masters degree or professional degree, and have achieved extraordinary accomplishments as determined by the Graduate Committee of the program.*

##### **D. College of Education Process for Appointment of Graduate Lecturer**

Applications for Graduate Lecturer shall be reviewed and voted on by the departmental Graduate Faculty. Departmental Graduate Faculty will determine if candidates meet the Graduate College requirements and at what level. The required forms from the Graduate College will be completed and include the departmental chair's signature and the departmental Graduate Faculty vote. The required forms from the Graduate College shall be forwarded to the College of Education Dean for signature and then to the University Graduate College Dean. University

Graduate College criteria for appointment to Graduate Lecturer shall apply; however, privileges of serving on dissertation and thesis committees are subject to approval by the academic unit faculty.

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

The Dissertation Committee expectations in the College of Education 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. Each department and program may enforce additional processes or requirements for external committee members. All dissertation committee members will hold a terminal degree in their field. Exceptions will be voted on by the Graduate faculty members within the department.

**V. Privileges**

The minimum privileges at each level of the University Graduate Faculty Governance document will be honored by the College of Education faculty, except regarding serving as a chair or co-chair of a dissertation committee. Graduate Faculty must earn level A approval according to the College of Education policy to chair or co-chair a doctoral committee.

**VI. Reporting the List and Record Keeping**

The College of Education 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.

August, 1988

Revised November, 1999

Revised September, 2005

*Revised and Approved, COE Faculty Assembly, January 2010*