

**FLORIDA ATLANTIC UNIVERSITY  
COLLEGE OF EDUCATION  
GRADUATE FACULTY STATUS INFORMATION**

**LEVEL A: Chair a Doctoral Committee. Provide evidence documenting:**

1. Rank of Associate or Full Professor (e.g. Curriculum Vita).
2. Knowledge base relevant to field of study (e.g. Curriculum Vita).
3. Serve as a member of at least one doctoral committee to completion (e.g. signature page from student's Dissertation).
4. Completion of a Human Subjects Training Course (e.g. CITI Training certificate).
5. Active involvement in graduate teaching (e.g. list 1 graduate course taught in the last 5 years) **OR** graduate mentoring (e.g. list the names of three advisees and the degree sought).
6. Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any **combination** of the bulleted items below **totaling 5 within 5 years OR** Author one book, marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports).
  - Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university (e.g. copy of grant, invitation or acknowledgement of grant review letter).
  - Publications- Articles in peer reviewed journals or book chapters in a book marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports). (e.g. copy of the article and information regarding refereed status of the journal or copy of the book chapter with information about the publisher).
  - Presentations- Peer reviewed presentations at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation is listed, and evidence on the peer reviewed nature of the presentation).
  - Creative Activities- Juried exhibitions of creative work at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation or creative activity is listed, and evidence on the peer reviewed nature of the presentation or creative activity).
  - Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal (e.g. printed copy of evidence supporting your role in this category).
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.

**LEVEL B: Serve as a Member of a Doctoral Committee. Provide evidence documenting:**

1. Rank of Assistant Professor or higher (e.g. Curriculum Vita).
2. Completion of a Human Subjects Training Course (e.g. CITI Training certificate).
3. Active involvement in graduate teaching (e.g. list 1 graduate course taught in the last 5 years) **OR** graduate mentoring (e.g. list the names of three advisees and the degree sought).
4. Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any combination of the categories below **totaling 3 within 5 years.**
  - Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university (e.g. copy of grant, invitation or acknowledgement of grant review letter).

- Publications- Articles in peer reviewed journals or book chapters in a book marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports). (e.g. copy of the article and information regarding refereed status of the journal or copy of the book chapter with information about the publisher).
- Presentations- Peer reviewed presentations at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation is listed, and evidence on the peer reviewed nature of the presentation).
- Creative Activities- Juried exhibitions of creative work at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation or creative activity is listed, and evidence on the peer reviewed nature of the presentation or creative activity).
- Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal (e.g. printed copy of evidence supporting your role in this category).

**LEVEL C: Chair/Member of a Specialist/Master Committee. Provide evidence documenting:**

1. Rank of Assistant Professor or higher (e.g. Curriculum Vita).
2. Completion of a Human Subjects Training Course (e.g. CITI Training certificate).
3. Record of publication and research as follows:
  - One article in a refereed or national journal within the last five years (e.g. copy of the article and information regarding refereed status of the journal). **AND**
  - Actively engaged in on-going research activity within the last five years (e.g. copy of IRB approval, or exemption, for research activity and/or copy of research grant or proposal).

Pages 3-4 of this document, along with appropriate documentation, *must be submitted to the COE Dean's Office no later than two weeks prior to a scheduled COE Graduate Programs Committee meeting\* for consideration*. In addition to the criteria stated above, faculty are normally required to be on the Florida Atlantic University faculty for one year prior to seeking graduate faculty status. A faculty member who has graduate experience from another institution or who has served as a member or a chair of doctoral committees at another accredited college/university may be exempt from the one year waiting period, provided he/she has the recommendation of the department chairperson. **Expedited review can be completed if the faculty applicant has held the same level of Graduate Faculty Status for two or more consecutive periods (see application for details)**. For additional detail about this procedure, please refer to the COE Faculty Handbook, Graduate Faculty section. \* Scheduled meeting dates can be found at: <http://coe.fau.edu/FacultyStaff/committees/gpc/default.aspx>

**FLORIDA ATLANTIC UNIVERSITY  
COLLEGE OF EDUCATION  
GRADUATE FACULTY STATUS APPLICATION FORM**

**I. Name of Faculty Member** \_\_\_\_\_  
**Date** \_\_\_\_\_

**II. Number of Years at FAU** \_\_\_\_\_ **or**  
\_\_\_\_\_ **Years** \_\_\_\_\_

(Name of equivalent institution)

**III. Highest Degree Held** (check one): ☐ **Masters** ☐ **Specialist** ☐ **Doctorate**

**IV. Academic Rank** (check one): ☐ **Lecturer** ☐ **Assistant** ☐ **Associate** ☐ **Professor**

**V. Applying for Graduate Faculty Status** (check one): ☐ **Level A** ☐ **Level B** ☐ **Level C**

☐ - **Expedited Review**

Note: Expedited review can be completed if the faculty applicant has held the same level of Graduate Faculty Status for two or more consecutive periods (the GPC will verify this with the Dean's Office). If the faculty applicant qualifies for expedited review, only a copy of (1) this application, (2) current Curriculum Vita (highlighting the recently met requirements for the specified level), (3) valid CITI Training certificate, and (4) Form 1 Graduate Faculty Status Application need to be submitted along with this form.

**VI. Indicate your FAU COE Department** (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Communication Sciences and Disorders          | <input type="checkbox"/> Exceptional Student Education         |
| <input type="checkbox"/> Counselor Education                           | <input type="checkbox"/> Exercise Science and Health Promotion |
| <input type="checkbox"/> Curriculum, Culture, and Educational Inquiry  | <input type="checkbox"/> Teaching and Learning                 |
| <input type="checkbox"/> Educational Leadership & Research Methodology |  |

**VII. Department Chair's Recommendation**

\_\_\_\_\_ I recommend graduate faculty status or renewal for this faculty member at the following level:  
(check one) \_\_\_\_\_ Level A \_\_\_\_\_ Level B \_\_\_\_\_ Level C

\_\_\_\_\_ I do not recommend graduate faculty status for this faculty member.

Department Chair's Reasons for Recommendation (required):

\_\_\_\_\_  
**Signature of Department Chair**

\_\_\_\_\_  
**Date**

**VIII. Checklist** (Check boxes to indicate inclusion of evidence)

**Levels A, B, & C:**

- ☐ (1) Completed Sections I-VII of Application Form (pages 3-4)
- ☐ (2) Completed Department Chair Recommendation (page 3)
- ☐ (3) Curriculum Vita (e.g. attach a copy of current Curriculum Vita)
- ☐ (4) Completion of a Human Subjects Training Course (e.g. attach copy of valid CITI Training certificate)
- ☐ (5) Completed Form 1 Graduate Faculty Status Application

Note: If applying for expedited review, only submit the above documents, and indicate on current CV the specific requirements for the appropriate level that have been met.

Documentation Specific to the Graduate Faculty Level for Which You Are Applying:

**Levels A & B only:**

Active involvement in graduate teaching (e.g. list 1 graduate course taught in the last 5 years):

**OR**

Graduate mentoring (e.g. list the names of three advisees and the degree sought).

---

---

---

**Level A only:**

Serve as a member of at least one doctoral committee to completion (e.g. attach signature page from student's Dissertation).

Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any **combination** of the bulleted items **totaling 5 within 5 years OR** author one book, marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports). Attach evidence as described on pages 1-2.

**Level B only:**

Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any **combination** of the bulleted items totaling **3 within 5 years**. Attach evidence as described on pages 1-2.

**Level C only:**

One article in a refereed or national journal within the last five years. Attach evidence as described on page 2.

Actively engaged in on-going research activity within the last five years. Attach evidence as described on page 2.

**Attach Form 1 Graduate Faculty Status Application**