

General Criteria used for Selecting and Evaluating Graduate Faculty

I. Rationale

A majority of universities that award graduate degrees have established procedures to identify faculty members specifically qualified to train students in advanced degree programs. These members are then identified as the Graduate Faculty. The main responsibilities of the Graduate Faculty are to conduct scholarly research and creative work of high quality, to teach graduate students effectively, to advise graduate students, and to direct the research of graduate students. Listed below are the University-wide performance expectations for those faculty who have these responsibilities at Clayton State University.

II. Expectations for Current Graduate Faculty Members

Members of the Graduate Faculty at Clayton State University must continually satisfy both University-wide standards and those specific to individual academic components. No single performance criterion should be used to judge the fitness of a member. The primary consideration is whether the faculty member is currently an active and productive scholar and sufficiently prepared to teach at the graduate level. The University-wide performance expectations for current members are as follows:

A. Scholarship

1. Possession of the terminal academic degree in the member's field and ability to submit proof of said degree or recognition for substantive and distinctive contributions to the discipline involved.
2. Evidence of current involvement in scholarly research and/or creative activity. This evidence may consist of the publication of books and refereed articles, obtainment of research grants and contracts, recitals, exhibitions, performances, or other demonstrations of scholarship appropriate to the discipline.

B. Intellectual Leadership

1. Active participation in regional, national, or international meetings in or related to the respective discipline.
2. Recognition of intellectual attainment and creative activities by awards, prizes, or fellowships.
3. Serving on editorial boards of scholarly journals; editing scholarly books or reviewing manuscripts; publishing book reviews in the discipline; or reviewing grant proposals for major funding agencies.

C. Experience in Graduate Education

1. Service as a member of graduate student research advisory committees, resulting in the completion of professional papers or theses. Only Full members of the Graduate Faculty may serve as major advisors of students' research committees.
2. Development of new graduate courses or recent effective teaching of graduate courses. Evidence may be drawn from a faculty member's recent Annual Performance Review: Evaluation and Recommendations, Student Course Evaluations, and other evaluative methods used by the faculty member's department.

III. Qualifications for Initial Membership--Levels with Criteria and Duties

Academic components must have specific guidelines for selecting members for the Graduate Faculty which are aligned with the general University-wide selection criteria listed here. Interpreting these guidelines is the responsibility of the Graduate Council.

A. Full Members

Full Members of the Graduate Faculty shall be entitled to teach graduate courses at or below the equivalent of their highest earned degree, to chair and to serve on committees for professional papers, theses, or dissertations; to vote in the deliberations of the Graduate Faculty; and to serve on the Graduate Council.

Nominations and recommendations for Full membership in the Graduate Faculty shall be based on the following criteria appropriate to the individual faculty member's field:

1. Adequate training or education in the field, including terminal qualifications;
2. Active participation in research, as evidenced by refereed publications in the field;
3. Significant or recent contributions to the applied or creative arts in the candidate's field;
4. Sufficient preparation to teach graduate courses effectively within the candidate's component or school;
5. Sufficient preparation to serve on graduate theses committees and to supervise professional papers or theses;
6. Recent completion of activities, recognized or commended by professional organizations in the candidate's field; and
7. Full-time faculty status in a tenure-track position at a rank of assistant professor or higher. Colleges or schools also may propose for Full membership in the Graduate Faculty those faculty not on tenure-track but

whose professional credentials are deemed outstanding in their field and who therefore merit consideration for membership. Part-Time faculty members are not eligible for Full membership on the Graduate Faculty.

To demonstrate minimum standards of professional performance for Full Member Status on the Graduate Faculty, the faculty member must be engaged in research or creative and professional activities; must meet criterion (a) and must have met three of the criteria delineated in (b) – (i) as listed in **Research/Creative and Professional Activities**.

Research/Creative and Professional Activities. These activities should be conducted at the initiative of the faculty member.

- a) Authoring for nationally distributed instruments—that is instruments that are recognized by the Council as meeting the generally acceptable standards of the field, resulting in publication of one book or at least two book chapters by academic presses with appropriate review processes, or at least two articles in refereed journals in the last six calendar years preceding the year of application; or juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution of national scope and reputation; and/or published complete conference proceedings as recognized by the Council as meeting the generally acceptable standards of the field, resulting in at least two presentations in the last six calendar years preceding the year of application;
- b) Authoring for regional, state, and non-refereed instruments (including papers or abstracts in conference proceedings) resulting in at least two publications in the last five calendar years preceding the year of application (nationally distributed publications not utilized in a. above may be applied in b.); and/or Juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution or regional or state scope and reputation, resulting in at least two presentations in the last five calendar years of application;
- c) Service as a member of graduate student research advisory committees, resulting in the completion of professional papers, theses, or dissertations.
- d) Development of new graduate courses or recent effective teaching of graduate courses. Evidence may be drawn from a faculty member's recent **Annual Performance Review: Evaluation and Recommendations**, Student Course Evaluations, and other evaluative methods used by the faculty member's department.

- e) Serving on editorial boards of scholarly journals; editing scholarly books or reviewing manuscripts; publishing book reviews in the discipline; or reviewing grant proposals for major funding agencies.
- f) Authoring grant proposals and contracts resulting in at least one externally funded grant in the last five calendar years preceding the year of application;
- g) Presentations on programs of professional and scholarly organizations during at least two of the last five years preceding the year of application (nationally distributed publications not utilized in a. above may be applied in d.);
- h) Holding offices in professional and scholarly organizations during at least two of the last five years proceeding the year of application.
- i) Consulting, commissions, and other professional endeavors related to the discipline that reflected credit on the University and/or service to enhance the graduate program performed during the last five calendar years proceeding the year of application.

B. Associate Members

Associate membership status is not intended for faculty who have been in a tenure track position for five or more years and who do not meet the publication standard for Full membership.

Members of the University Faculty who do not qualify for Full membership on the Graduate Faculty, but who have fulfilled some of the prerequisites for Full membership, are eligible for an Associate Membership in the Graduate Faculty until such time as they are eligible for Full membership. This status is for junior members of the faculty (those who have completed graduate school within the past five years with a terminal degree in a related field) and faculty members whose non-academic professional expertise warrants such an appointment by the Dean of the School of Graduate Studies and approval by the Graduate Council.

Associate Members shall be entitled to teach graduate courses and to serve on committees for professional papers, theses, or dissertations, but not to chair such committees, except with the written permission of the Graduate Council. Associate Members shall be permitted to vote in the deliberations of the Graduate Faculty, but not to serve as members of the Graduate Council or to sign on Graduate Faculty membership applications. Associate membership on the Graduate Faculty shall be limited to a period of not more than five years and is not renewable at the Associate level.

C. Administrative Members

Administrative Members shall include the President of the University, the Provost and Vice President for Academic Affairs, the Associate Provost, the Assistant Vice President for Academic Affairs, the Dean of the Graduate School, Deans of Schools and Colleges, Associate Deans, Department Chairs and Graduate Program Directors/Coordinators. Administrative Members shall have the same duties and privileges as Full members of the Graduate Faculty. Upon re-entry into a regular teaching faculty position, former Administrative Members shall apply for renewal of membership on the Graduate Faculty after a transitional period of four years. The transition period allows for increased participation in discipline-specific scholarly activities before renewal is required.

D. Affiliate Members

Visiting Faculty, Temporary Faculty, Adjunct Faculty, Emeritus Faculty, or other faculty with particular expertise or qualifications who have the recommendation of their college and whose professional activities otherwise qualify them for consideration, may also be proposed for Affiliate Membership of the Graduate Faculty. These individuals must be recommended by the Graduate Program Director and the Dean of their College and approved by the Graduate Council.

IV. Procedure for Graduate Faculty Membership Application

- A. Each candidate for graduate faculty status must complete the application form for Graduate Faculty Membership and submit it to the Department Chair, the Graduate Program Director, and the Dean of the School or College offering the degree.
- B. The Graduate Council will review applications and make recommendations. Upon the recommendation by the Graduate Council, the Dean of the School of Graduate Studies shall notify the applicant in writing. In the event of a denial of application, the Graduate Program Director in the relevant field shall have the opportunity to collect further supporting documentation and represent the application.

V. Renewal of Full Membership

Each person having Full membership on the Graduate Faculty must reapply for membership every five years. The Dean of The Graduate School will notify a faculty member regarding the procedure for renewal at the appropriate time.