

College of Liberal Arts
Graduate Faculty Membership Criteria
Revised for Fall 2015

Applications for Graduate Faculty membership are submitted directly to the Graduate School through its website, which also details the University's policies on graduate faculty membership. Once submitted, applications are routed to and concurrently and independently reviewed by the department head, academic dean, and by the College's peer review committee, each of which makes a recommendation to the Graduate School, which makes a final determination.

The following criteria apply to all College of Liberal Arts applicants, including continuing and adjunct faculty and researchers, directors, graduate coordinators, department heads, associate deans and deans. Departments may, at their discretion, require higher numbers of scholarly or other professional activities at each membership level. These must be approved by the Dean, and noted in writing by the department head during the College-level review process so that the Graduate Council is also aware of them. In absence of specific numbers of activities required by a department, the following general criteria will apply.

For applicants who have received the terminal degree within three years preceding their application, an initial appointment at level two will typically be recommended (though they must follow the same application procedure). For other applications, the College of Liberal Arts will recognize achievements in the following categories:

Category A:

- Authoring peer reviewed books or monographs published by academic presses or presses with an editorial board and a referee process
- Authoring articles published in refereed journals, invited scholarly book chapters, or equivalent peer-reviewed publications; or where appropriate, writing or creating substantial artistic works that have been published or recognized by specialists in the field (e.g., film festivals, art shows)
- Editing substantial scholarly collections, anthologies or special journal issues

Category B:

- Authoring popular works, textbook chapters, textbooks, or published instructional software
- Authoring significant published reviews of scholarly works
- Authoring and delivering refereed presentations at international, national, or major regional conferences
- Authoring refereed abstracts or creating refereed posters presented at international, national, or major regional conferences
- Creating documentary, narrative, or experimental films
- Producing original plays, films, or videos
- Creating interpretive museum exhibits
- Giving Interviews, public talks, presentations or writings related specifically to the faculty member's expertise in the discipline

- Submitting successful proposals for grants funded by local, state, national, or international agencies
- Engaging in professional activities such as editing professional journals, peer-reviewing articles or books for an academic journal or press, and other indications of similar professional activities relevant to the applicant's academic discipline

Levels of Graduate Faculty Membership:

Level One: Qualifies individuals to serve on master's committees, direct master's theses, and serve on doctoral committees. Level One Graduate Faculty membership is granted to faculty members in the College of Liberal Arts who hold a terminal degree and are able to document examples of scholarly and/or professional engagement within the past five years with at least

One item in category A

or

Three items in category B

Level Two: Qualifies individuals to serve on both doctoral and master's committees and direct both doctoral dissertations and master's theses.

Level Two Graduate Faculty membership is typically granted to new faculty members in the College of Liberal Arts who have recently completed a terminal degree (within the previous three years) and apply. Thereafter, Level Two membership is granted to faculty applicants who hold a terminal degree and are able to document examples of scholarly and/or professional engagement within the past five years with at least

One authored peer-reviewed book or monograph published by an academic press or a press with an editorial board and a referee process

or

Two items in category A

or

One item in category A **and three** items in category B

Works that are in-press or forthcoming may be counted, but cannot be counted in two cycles (i.e., once as a forthcoming work, and again the next cycle as a published work).