

**GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT
CRITERIA AND STANDARDS
DEPARTMENT OF CONSUMER AND DESIGN SCIENCES
COLLEGE OF HUMAN SCIENCES**

Department Approval

Date approved by the Department: 9-1-2020

Dr. Pamela Ulrich, Head: [signature of Head/Chair]:

Samuel Ulrich

College Approval (if applicable)

Date approved by the College: [insert date] 9/8/2020

Dr. Susan Hubbard, Dean: [signature of Dean]:

Susan Hubbard

Graduate School Approval

Date approved by the Graduate Council: 10/06/2020

George Flowers, Dean, Graduate School:

George T. Flowers

LEVELS OF MEMBERSHIP

The Department of Consumer and Design Sciences, College of Human Sciences recognizes two levels of membership concerning Graduate Faculty status.

Level 1: The faculty member may teach at the 6000 or above level, serve on master's and doctoral committees, direct master's theses, and co-direct doctoral dissertations along with a Level 2 graduate faculty as a co-advisor.

Level 2: The faculty member may undertake all of the activities delineated for Level 1. Additionally, the faculty member may *direct doctoral dissertations* if he or she has demonstrated experience and scholarship as outlined on pp. 2-3 under the Initial Appointment to Level 2 section.

CRITERIA AND STANDARDS: APPOINTMENT AND REAPPOINTMENT

LEVEL 1

Initial Appointment: The nominee must...

- Hold the highest degree commonly awarded in the field (normally the doctorate or master of fine arts).
- Hold the rank of Assistant Professor, Associate Professor, Professor, or Visiting/Adjunct/Research Assistant Professor, Associate Professor or Professor.
- Demonstrate active involvement in the profession through any of the following: teaching, research.

Reappointment: The nominee must...

- Have Prior service at Level 1.
- During the term of appointment contributed to the graduate program through:
 - Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and/or peer teaching evaluations, and/or
 - Actively and positively serving on graduate advisory committees.
 - Providing sound and competent direction to students.

LEVEL 2

Initial Appointment: The nominee must...

- Hold the highest degree commonly awarded in the field.
- Hold faculty rank of assistant professor or above.
- Hold an appointment that requires regular participation in the CADS or comparable graduate program.
- Have demonstrated the ability to engage successfully in scholarship.

To chair a dissertation committee, Level 2 faculty must have demonstrated experience and scholarship in one or a combination of the following ways:

- Record of prior service on three examining committees including one dissertation committee and at least two thesis/dissertation committees.
- Chairing one master's thesis committee or co-chairing one dissertation committee.
- Record of peer-reviewed scholarship appropriate to the area of faculty specialization, satisfied typically in one or a combination of the following ways:
 - Publication of three research or creative scholarship articles in reputable* refereed journals in the past seven years;
 - or
 - three exhibitions of creative scholarship in reputable* invited or juried national or international venues in the past seven years

Note: Exceptions to the precise completion of all these criteria can be made in circumstances where the nominee has established a significant scholarly record and demonstrated in some other outstanding way her/his ability to direct doctoral students. Such strongly justified, written requests must be supported by a majority vote of the department's Level 2 faculty and the department head.

* Reputable journals are those identified as such by faculty in the nominee's department or academic area. The nominee must be the senior author on at least one of these publications. The publication of a book or research monograph can satisfy this requirement in part if it makes a significant scholarly contribution to the author's field of specialization. Such publications must clearly demonstrate the author's competence in research or creative scholarship. Reputable venues for exhibition of creative scholarship are those identified as such by the faculty in the nominee's department or academic area.

Reappointment: During the present term of appointment, the candidate shall have met the criteria and minimal standards outlined in the Criteria and Standards for Initial Appointment to Level 2 Graduate Faculty status.

TERMS OF APPOINTMENT

Level 1: The term of appointment is 7 years. Those appointed to Level 1 may be nominated for Level 2 status at any time.

Level 2: The term of appointment is 7 years. Those serving at Level 2 can be nominated for reappointment at Level 1 or Level 2 during the last 6 months of their term.

PROCEDURE FOR NOMINATION: INITIAL APPOINTMENT AND REAPPOINTMENT

Nominees for initial appointment and reappointment at any level are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAS) and complete the form by entering appropriate supporting information in the fields and uploading their vita.

Level 1

A newly hired Assistant Professor who does not meet the criteria (through previous experience and scholarship) for being nominated for Level 2 status is invited to put his/her credentials forward to the Graduate School to be approved at Level 1 status with the support of the entire graduate faculty in the department.

Level 2

The department head will present the name and credentials of the nominee to the entire graduate faculty and solicit questions and comments. Whether or not the nominee is immediately prepared to chair a dissertation committee must be clearly specified. The nominee's curriculum vita is shared electronically with all departmental Level 2 faculty and a vote taken. A majority of yes votes is required for the nomination to be put forward to the Graduate School. The number of faculty eligible to vote and the vote results are sent to the Graduate School for action by the Graduate Council

EXCEPTIONS

Lecturers and Senior Lecturers may teach graduate level courses, serve on graduate committees, and advise a non-thesis master's student.

- The individual should hold the highest degree commonly awarded in the field (normally the doctorate or master of fine arts). A candidate with a non-terminal master's degree but with experience and expertise that would qualify him/her to teach a graduate course, serve on a graduate committee, and/or advise a non-thesis master's student can be approved.
- A majority vote of the graduate faculty followed by the Graduate Dean's approval is needed.
- Approval by the Graduate Dean is required for each semester the individual is assigned to teach a graduate course, serve on a committee, or supervise a non-thesis master's student.