

GRADUATE FACULTY CRITERIA FOR SCHOOL OF HOSPITALITY MANAGEMENT (REVISED 8/16/2022)

Definition of Levels Criteria

The purpose of the Graduate Faculty is to ensure the faculty member's qualifications to participate in the education of graduate students. This participation involves teaching 600 and 700 level courses, serving on master's degree advisory committees, directing students working towards a master's degree, serving on doctoral committees, and directing doctoral students. The Department of Nutrition and Food Science has two levels of participation within the Graduate Faculty as outlined below:

Level 1: Teach at the 600 and 700 level, serve on masters and doctoral committees, direct students working toward master's degree

Level 2: Participation in Level 1 plus the direction of doctoral students

To participate at either Level 1 or 2 within the Graduate Faculty from the Department of Nutrition and Food Science, faculty members must meet the following criteria:

1. completion of the highest degree commonly awarded, usually a research-based doctorate, in the nominee's discipline;
2. a faculty appointment at the rank of assistant professor or higher;
3. scholarly productivity.

While items 1 and 2 are easily evaluated, item 3 is not so easily evaluated. Thus, the standards to evaluate "scholarly productivity" for each level are listed and discussed subsequently.

The Department of Nutrition and Food Science will evaluate applications for Graduate Faculty status on a quarterly basis. Level 1 Graduate Faculty members may apply for Level 2 status any quarter after the appropriate criteria have been met. Once appointed to Level 2 status, a faculty member's appointment has a duration of five years. The duration of the Level 1 Graduate Faculty appointment is also five years, when no level advancement occurs. Upon completion of the five year appointment, a faculty member is encouraged to reapply for the level at which the member meets the criteria. Reappointments will be based on the "scholarly productivity" of the previous five years.

Level 1 Standards

The standards of scholarly productivity for participation at Level 1 within the Graduate Faculty from the Department of Nutrition and Food Science include:

A. Primary emphasis

- i. refereed journal article(s) from one's own doctoral research
- ii. refereed journal article(s) independent of one's doctoral research
- iii. published proceeding(s)
- iv. research oriented grant(s)
- v. other significant scholarly work (e.g., patents, books, book chapters)

B. secondary considerations

- i. other publication(s)
- ii. presentation (s) at professional meetings
- iii. scientific consulting
- iv. post-doctoral/industrial experience
- v. office(s) held in professional organizations

An applicant must have a minimum of two of the items listed in section A; for example, this may include two refereed journal articles, two research grants, one refereed journal article and one research grant, or any other combination of two items from those listed in section A. If an individual is lacking one item in section A, two items from section B may be used as a substitution.

Level 2 Standards

The major purpose of participating in the Graduate Faculty within Level 2 is to ensure that an individual faculty member is qualified to direct graduate students pursuing doctoral degrees. The doctorate is a research-oriented degree and thus, faculty must show expertise commensurate with that in order to best mentor a student towards successful completion of the degree. The standards of scholarly productivity for participation at Level 2 within the Graduate Faculty from the Department of Nutrition and Food Science include:

I-A primary emphasis

- i. refereed journal article(s) from one's own doctoral research
- ii. refereed journal article(s) independent of one's doctoral research
- iii. published proceeding(s)
- iv. research oriented grant(s)
- v. other significant scholarly work (e.g., patents, books, book chapters)

I-B secondary considerations

- i. other publication(s)
- ii. presentation(s) at professional meetings
- iii. scientific consulting
- iv. post-doctoral/industrial experience
- v. office(s) held in professional organizations

The most important credentials are listed under section I-A above; an applicant should meet a minimum of three of these listed items; for example, this may be three refereed journal articles or any combination of three items from those listed in section I-A. For an individual lacking one item in section I-A, any two of the items under section I-B may be used as a substitute.

In addition, a record of graduate student contact and service on graduate research committees is required for participation in Level 2 of the Graduate Faculty, which must include II-A below and one item from II-B:

- II-A. membership on at least two graduate research committees (master's, doctoral, or a combination) through completion of the paper/thesis/dissertation and its final defense/examination
- II-B. other graduate student contact and supervisory experience
 - i. teaching at the graduate level
 - ii. leading graduate seminar

- iii. participating in other graduate research committee work
- iv. supervision of personnel in post-doctoral/industrial research situations

Application Procedures

To apply for Level 1 participation within the Graduate Faculty, the faculty member must submit a cover letter emphasizing his/her qualifications, a vitae highlighting how the faculty meets the qualifications listed above, and the two most significant items (e.g. journal articles, grants, etc.) which demonstrate the individual's research capability. These items are reviewed by the NFS Level 2 Graduate Faculty who makes its recommendation to the Department Head.

To apply for Level 2 participation within the Graduate Faculty, the faculty member must submit a cover letter emphasizing his/her qualifications to direct doctoral-level students, a vitae highlighting how the faculty meets the qualifications listed previously (including graduate student contact), and the three most significant items (e.g. journal articles, grants, etc.) which demonstrate the individual's research capability. These items are reviewed by the NFS Level 2 Graduate Faculty who makes its recommendation to the Department Head.

In unusual situations and with proper justification, Level 2 Graduate Faculty and the department head may grant a waiver of some of the Graduate Faculty requirements discussed previously.