

GRADUATE FACULTY APPOINTMENT AND REAPPOINTMENT
CRITERIA AND STANDARDS
DEPARTMENT OF HISTORY
COLLEGE OF LIBERAL ARTS

Department Approval

Date approved by Department: 19 October 2011

Charles A. Israel, Chair:

Charles A. Israel

College Approval

Date approved by College:

21 OCT 11

Anne-Katrin Gramberg, Dean:

Anne-Katrin Gramberg

Graduate School Approval

Date approved by Graduate Council: _____

George T. Flowers, Dean, Graduate School: _____

I. Levels of Membership

The Department will recognize 3 levels of membership on the Graduate Faculty:

Level 0:

The faculty member may teach at the graduate level (6xxx, 7xxx, 8xxx), may serve on both master's and doctoral committees, but may not direct theses or dissertations.

Level 1:

The faculty member may teach at the graduate level (6xxx, 7xxx, 8xxx), may serve on both master's and doctoral committees, and may direct master's theses.

Level 2:

The faculty member may participate in the activities delineated for Level 1 and may also direct doctoral dissertations.

II. Criteria and Standards for Initial Appointment and Reappointment

Level 0:

Initial Appointment

At least a graduate degree in history or a related discipline at or above the level at which the candidate is scheduled to teach.

Reappointment

The qualifications for initial appointment is reiterated, with the additional criterion that student and/or peer evaluations from the initial appointment demonstrate positive contributions to the instructional program.

Level 1:

Initial Appointment

A. Appropriate terminal degree (ordinarily the doctorate except in cases of archives and public history instruction; in such cases, an appropriate master's degree plus professional experience) in history or related disciplines.

B. Faculty appointment at the rank of assistant professor or above.

Reappointment

A. Prior service at either Level 1 or Level 2.

B. Candidate has during the term of appointment contributed to the graduate program through:

1. Maintaining a level of teaching quality commensurate with departmental peers in graduate courses as evidenced by relevant student and peer teaching evaluations.

And

2. Contributing in an active and positive fashion to graduate advisor committees served upon.

Or

3. Providing sound and competent direction to students at the master's level.

C. The candidate shall have a record of scholarly activity during the term of appointment. Or, the candidate's publication records will have *on average* over the course of two or more terms (including the period before initial appointment) met these standards. Satisfactory scholarly activity can be demonstrated by

1. Publication of at least one full-length research article in a reputable, refereed journal or by publication of one monograph. Manuscripts accepted for publication but not in print may be used to meet these requirements.

And

2. Significant professional scholarly commitment involving any *one* or any combination of the following activities:

- a. Reading papers before professional and public organizations;
- b. Writing book reviews, popular articles, or similar materials;
- c. Consulting;
- d. Participating in professional organizations by holding office or serving in other responsible capacities;
- e. Performing significant administrative duties connected with the graduate program of the department or of the university; or
- f. Obtaining extramural support.

Level 2:

Initial Appointment

- A. The candidate must hold the doctorate in history or related disciplines.
- B. The candidate must hold faculty rank of assistant professor or above.
- C. The candidate should have three years of experience participating regularly in the graduate program of the Department of History at Auburn, or at another institution of higher education, or demonstrated in some other outstanding way her/his ability to direct graduate level research.
- D. The candidate should have served on at least three examining committees. These may be three final master's examinations or three doctoral examinations (general or final) or combinations of these.
- E. The candidate shall have a record of scholarly publication. The publication requirement will be satisfied typically by publication of at least *three* full-length research articles in reputable, refereed journals or by publication of *one* monograph. Manuscripts accepted for publication but not in print may be used to meet these requirements
- F. The candidate should demonstrate other significant professional scholarly commitment involving any *one* or any combination of the following activities:
 - 1. Reading papers before professional and public organizations;
 - 2. Writing book reviews, popular articles, or similar materials;
 - 3. Consulting;
 - 4. Participating in professional organizations by holding office or serving in other responsible capacities;
 - 5. Performing significant administrative duties connected with the graduate program of the department or of the university;
 - 6. And obtaining extramural support.

Reappointment

During the present term of appointment the candidate will have met the criteria and minimal standards under sections E and F, criteria and standards for Initial Appointment. Or, the candidate's publication records will have *on average* over the course of two or more terms (including the

period before initial appointment) met these standards. Or, the candidate shall have demonstrated in the present term of appointment what the Auburn University Faculty Handbook calls “a marked degree of scholarship appropriate to his or her assignment” and sufficient to have earned him or her “a respected national reputation” (3:9).

III. Term of Appointment

Level 0:

The term of appointment shall be one year.

Level 1:

The term of appointment shall be seven years.

Level 2:

The term of appointment shall be seven years.

NOTE: A faculty member appointed to Level 1 may be nominated for Level 2 status at any time. Faculty members serving at Level 2 can be nominated at Level 1 or Level 2 during the last 6 months of their current term.

IV. Procedures for Nomination: Initial Appointment and Reappointment

Level 0:

The department chair shall nominate candidates for initial appointment or for reappointment. The nomination dossier shall contain a copy of the nominee’s current CV and should define at what level(s) the faculty member is approved to teach. This appointment requires the approval of a majority of the current graduate faculty (at levels 1 and 2). The candidate will then proceed to forward the required information to the Graduate School through the GFAST online application interface.

Level 1:

The department chair, with the advice and consent of the department Graduate Committee, shall nominate candidates for initial appointment or for reappointment. The nomination dossier shall contain a copy of the nominee’s updated tenure and promotion document (as outlined in the Faculty Handbook, pp. 3:14-3:17, information to be supplied by the candidate) or a current CV that contains equivalent material. The department chair shall also complete a standard nomination form that outlines the department’s criteria and standards and how the nominee has specifically met those criteria and standards. The department chair, in signing the nomination form, certifies the accuracy of information contained in the nomination package *AND* that the procedures, criteria, and standards within the approved departmental plan have been followed and met. The candidate will then proceed to forward the required information to the Graduate School through the GFAST online application interface.

Level 2:

Procedures shall be the same as for Level 1 with an additional step. Before forwarding the nomination to the Graduate School, nomination materials shall be reviewed by all Level 2 graduate faculty members within the department.

Following that review, the department chair shall call for a vote by all Level 2 graduate faculty by secret ballot relative to support or non-support of the nomination. The results of the vote as well as the number of Level 2 graduate faculty within the department shall be transmitted with the nomination materials to the Graduate School for review and action by the dean.

NOTE: Nominees shall have the support of a majority of the current Level 2 graduate faculty within the department.

V. Appeals Process

Candidates who believe that they have been denied appointment or reappointment to the Graduate Faculty due to procedural irregularity may appeal in writing to the Dean of the Graduate School no later than 30 days after they are notified of the decision. The letter shall detail reasons for the appeal and should be sent through the department chair and academic dean. It will be reviewed by the Credentials Committee, which will make a recommendation to the full Graduate Council.