

**EAST TENNESSEE STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES**

GUIDELINES FOR GRADUATE FACULTY APPOINTMENT

I. CRITERIA FOR APPOINTMENT

Appointment to the Graduate Faculty is viewed as a commitment to excellence in graduate education and professional productivity, in accordance with the policies of the School of Graduate Studies. Criteria for appointment to the Graduate Faculty include the following:

- Possession of the terminal degree (as defined by the discipline) from an appropriately accredited institution. If the faculty member does not hold the appropriate terminal degree, or otherwise does not meet accreditation standards for graduate faculty status in that discipline, the highest level of membership for which this faculty member may apply is Interim.
- Faculty or administrative appointment at the rank of Instructor or above.
- An identified programmatic connection with graduate course work and a commitment to participate in the graduate program, including advising responsibilities and directing student research.
- Competency in teaching, as evaluated by the department chair.
- Professional productivity as demonstrated by publications, grants, research, other scholarly and creative activities, and/or department, college, university, or professional leadership.
- Particular attention will be given to the quality and depth of the faculty member's contributions to graduate education and to the quality and depth of his or her scholarship. The graduate program coordinator, department chair, and dean are all asked to provide narrative comments on these qualitative criteria.

II. LEVELS OF MEMBERSHIP

The Graduate Council will recommend, based on an evaluation of the applicant's credentials as documented on the application form, the classification of the appointment.

- **TEMPORARY**

A part-time faculty member or a member of the community who has special competencies for conduct of the departmental graduate program may be recommended for temporary membership on the Graduate Faculty. A temporary member may teach graduate courses* and serve on graduate committees only as a fourth or fifth committee member; a temporary member may not chair graduate student committees. A temporary member is appointed for a maximum of one year, at the discretion of the Dean of Graduate Studies.

- **INTERIM**

A regular, adjunct, or temporary full-time faculty member who does not meet the criteria for full or associate membership on the Graduate Faculty, but who has special competencies for conduct of the department graduate program, may be recommended for interim membership on the Graduate Faculty. An interim member of the graduate faculty may teach graduate courses (Graduate courses include 4XX7/5XX7 and 4956/5956 courses.) and serve as a member of graduate student committees; an interim member may not chair graduate student committees. An interim member is appointed for a three-year term.

- **ASSOCIATE**

A faculty member who demonstrates competence or promise in graduate teaching; scholarly research, publication, or creative activity; directing graduate student research; serving on graduate student committees; grant writing; and/or providing department, college, university, or professional leadership, but who lacks extensive contributions or an extended record of competence in these areas, is eligible for associate member status. An associate member of the Graduate Faculty may teach graduate courses* as well as chair or serve as a member of graduate student committees. An associate member is appointed for a four-year term.

- **FULL**

A faculty member who has demonstrated an ongoing involvement and proficiency in graduate teaching, established a record of research and publication or creative activity; directed graduate student research; served on graduate committees; and/or provided department, college, university, or professional leadership is eligible for full membership. Because graduate student research requirements are discipline specific, faculty expectations in this area will vary from discipline to discipline. Experience and competence in the areas indicated above may be established at ETSU or at other universities and must be demonstrated over a recent, extended period of time. A full member of the Graduate Faculty may teach graduate courses* and chair or serve as a member of graduate student committees. A full member is appointed for a six-year term.

III. APPOINTMENT AND REAPPOINTMENT PROCEDURES

Appointment to the Graduate Faculty is dependent upon the ongoing performance of the activities required for membership. Thus, each member of the Graduate Faculty will be reviewed according to documented evidence of active participation and competence in graduate teaching, direction of student research, service on graduate student committees, advising of graduate students, professional productivity, and/or providing department, college, university, or professional leadership prior to the initial appointment for new applications or since the last Graduate Faculty appointment for re-applicants. The review is conducted by the Graduate Council and should take place prior to teaching any graduate classes or serving on any graduate student committees for new applicants, or just prior to the expiration of each appointment for re-applicants. The review may result in a recommendation for appointment or reappointment as a full, associate, or interim member, or in the recommendation for removal from the Graduate Faculty.

A faculty member in post-retirement, retired, or emeritus status shall retain the level of graduate faculty appointment in effect at the time of retirement. When the term of appointment expires, these categories of faculty are eligible to reapply for appointment to the graduate faculty following the same procedures and guidelines as for all faculty.

A. APPOINTMENT AT FULL, ASSOCIATE, OR INTERIM LEVEL

1. The faculty member must complete an application form and forward this document to the appropriate graduate coordinator. Applicants for *initial appointment* must also submit a current curriculum vitae to supplement the application form. The graduate coordinator will comment on the quality and depth of the faculty member's contribution or potential contribution to graduate education and scholarship, and will secure a similar narrative recommendation from the departmental chair, who in turn will secure a similar narrative recommendation from the appropriate college dean. The college dean will forward the application to the dean of the School of Graduate Studies.
2. Applications for Graduate Faculty membership may be submitted to the dean of the School of Graduate Studies at any time. Applications will be reviewed on a regular basis by the Graduate Council, which makes a recommendation for or against appointment/reappointment. This recommendation is forwarded to the President of the University, who makes the final decision concerning Graduate Faculty appointment.
3. The dean of the School of Graduate Studies will inform Graduate Faculty members and the appropriate chairs and deans of the date the faculty member's appointment is to expire and of the web site URL where current policies, procedures, and appointment application forms can be obtained.
4. Under exceptional circumstances, the faculty member, department chair, dean, or Graduate Dean may petition the Graduate Council to undertake a review of a member of the Graduate Faculty prior to the expiration of the appointment.

B. TEMPORARY APPOINTMENTS

Prior to the beginning of any term, and allowing sufficient time for proper review of the application, an applicant for temporary appointment must submit a curriculum vita to the department chair. The chair will complete a Request for Appointment to Temporary Graduate Faculty Status form. The Request must specify the course(s) to be taught and the appropriateness of the faculty member's credentials to teach the requested course(s). The curriculum vita and the chair's completed Request form are then forwarded to the dean of the School of Graduate Studies, who approves or denies the request.

IV. EXCEPTIONS

Requests for exceptions to the policies and procedures stated herein must be submitted to the dean of the School of Graduate Studies for approval.

*The term "graduate courses" includes 4XX7/5XX7 and 4956/5956 designations.