

**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.

Among the criteria for appointment to the Graduate Faculty are:

- 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 Affiliate Member.
- An identified programmatic connection with graduate course work and a commitment to participation in the graduate program, which may include activities such as advising responsibilities, directing student research, serving on graduate advisory committees, or teaching graduate level courses .
- Competency in teaching, as evaluated by the department chair.
- Professional productivity as demonstrated by publications, grants, research, or other scholarly and creative activities.
- Evidence of leadership at the graduate program, department, college, university, or professional level.

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 MEMBER**

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. Depending on qualifications, a temporary member may teach graduate courses, including 4XX7/5XX7 and 4956/5956 courses, and serve on graduate student advisory committees as a supplemental committee member. A temporary member cannot chair graduate student advisory committees. A temporary member is appointed for a maximum of one year, at the discretion of the Dean of Graduate Studies.

AFFILIATE MEMBER

A tenured, tenure track, non-tenurable full-time or adjunct faculty member who does not meet the criteria for member or senior member status on the Graduate Faculty, but who has special competencies needed in a department's graduate program, may be recommended for affiliate membership on the Graduate Faculty. An affiliate member of the graduate faculty is eligible to teach graduate courses, including 4XX7/5XX7 and 4956/5956 courses, and to serve as a member of graduate student advisory committees. An affiliate member cannot chair graduate student advisory committees. An affiliate member is appointed for a three-year term.

MEMBER

A full-time faculty member with a terminal degree who demonstrates productivity in graduate teaching; scholarly research, publication, or creative activity; directing graduate student research; serving on graduate student advisory committees; grant writing; and/or providing graduate program, department, college, university, or professional leadership, but who lacks extensive contributions or an extended record of accomplishments in these areas, is eligible for member status. A member of the Graduate Faculty is eligible to teach graduate courses, including 4XX7/5XX7 and 4956/5956 courses, and can chair or serve on graduate student advisory committees. A member is appointed for a five-year term.

SENIOR MEMBER

A full-time faculty member with a terminal degree who has demonstrated an ongoing involvement and proficiency in graduate teaching, maintained a record of excellence in research and publication or creative activity; directed graduate student research; served on graduate student advisory committees; and provided graduate program, department, college, university, and/or professional leadership or service is eligible for senior membership. Because graduate student research or creative activity requirements are discipline specific, faculty expectations in this area will vary from discipline to discipline. Experience and productivity in the areas indicated above may have been established at ETSU or elsewhere, but productivity must continue into the most recent review period. A senior member of the Graduate Faculty is eligible to teach graduate courses, including 4XX7/5XX7 and 4956/5956 courses, and can chair or serve as a member of graduate student advisory committees. A senior member is appointed for a seven-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 advisory 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, for new applicants, must take place prior to teaching any graduate classes or serving on any graduate student advisory committees; for re-applicants the review must occur prior to the expiration of the current appointment. The review may result in a recommendation for appointment or reappointment at the senior member, the member, or the affiliate member level, or in the recommendation for removal from the Graduate Faculty.

A faculty member in post-retirement, or who holds 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 faculty members are eligible to reapply for appointment to the graduate faculty following the same procedures and guidelines as for all faculty.

#### **A. APPOINTMENT AT SENIOR, MEMBER, OR AFFILIATE 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 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. Each reviewer will also recommend an appropriate appointment level, based on her/his review of the faculty member's credentials. 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 AND DEPARTMENT/PROGRAM PREROGATIVES**

Requests for exceptions to the policies and procedures stated herein must be submitted to the Dean of the School of Graduate Studies for approval. This includes departments or programs wishing to use a more rigorous classification standard for faculty serving as dissertation committee chairs.