

ULM serves to provide students with a transformative education. The status of Graduate Faculty membership identifies faculty with mentorship, research and practice, and grants them the authority to guide students through theses and dissertations.

### **LEVELS OF GRADUATE FACULTY MEMBERSHIP:**

**Full Member:** A Full Member may teach graduate courses; act as a major professor; and serve on and chair field study, thesis and dissertation committees.

**Clinical Member:** Clinical Membership is for full-time, adjunct, or visiting faculty engaging in application of clinical/practical knowledge and practical instruction of professional students. A Clinical Member may teach graduate courses; and serve on and chair field study, thesis, and dissertation committees.

**Associate Member:** An Associate Member may teach graduate courses and serve as a member of graduate committees. An Associate Member may not chair field study, thesis, or dissertation committees. Associate membership may include adjunct faculty.

- **Emeritus Faculty:** Emeritus Graduate Faculty who are active in research may serve as Clinical or Associate members for a period of five years. The request must be based on the same criteria used to appoint Graduate Faculty and must follow the same protocol as any current ULM faculty member. In accepting Graduate Faculty status, Emeritus Faculty accept all responsibilities of their role as outlined in the Graduate School Catalog and Faculty Handbook.
- **Retired Faculty:** Retired Graduate Faculty may retain their status as graduate faculty for one year. After one year of service they may apply for adjunct status and Graduate Faculty as Clinical or Associate member. The request must be based on the same criteria used to appoint Graduate Faculty and must follow the same protocol as any current ULM faculty member. In accepting Graduate Faculty status, Retired Faculty accept all responsibilities of their role as outlined in the Graduate School Catalog and Faculty Handbook.

### **MEMBERSHIP TERM LIMITS:**

All membership appointments are awarded for a period of *five years* except for adjunct faculty whose membership to the Graduate Faculty may be restricted to the length of time they are nominated to serve on a specific project.

- A Full member whose status has changed to an Associate Member may continue to advise his/her graduate students for a period of two years, but may not serve as major professor to new students until they have been promoted again to Full member.
- Any Full member of the graduate faculty in good standing with the University may continue to serve on a thesis or dissertation committee as co-chair or member upon termination of his/her employment, for a period of one year.

Emeritus and Retired faculty who are serving as major professor must be replaced by Full or non-adjunct Clinical members after the first year of service in retirement.

### **QUALIFICATIONS:**

Listed below are minimum criteria which must all be met for membership to the various levels of Graduate Faculty Membership.

### **ASSOCIATE MEMBER**

- Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization
- Evidence of the following:
  - One publication\* within the last five years
  - OR
  - Within three years of receiving a terminal degree
  - OR
  - A record of distinguished service, or faculty member who meets a special departmental or school need, and who is judged by the Graduate Council, the Dean of the Graduate School, and the Vice President for Academic Affairs to be qualified for a specific function.

### **CLINICAL MEMBER:**

- Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization
- Record of appropriate clinical experience
- Current certification and/or licensure as specified by the program of appointment
- Experience in clinical or other professional practice
- Evidence of a publication\* within the last five years
- Evidence of professional productivity\*\* within the last five years

**\*\*Professional productivity includes any *one* of the following:**

- Presentations at local, state, regional, and national professional meetings;
- Curriculum and program development
- Production of instructional materials such as videos, textbooks, handbooks,
- Service as editor or review of professional journals
- Clinical workshops offered for professional practitioners
- Professional consultation; service on state or regional licensing/certification boards
- Service on committees and boards of professional organizations
- Outreach activities to service organizations and civic groups
- Publications in non-peer-reviewed journals, that discuss clinical techniques/practice, methods of or standards in clinical supervision, or standards of practice
- Evidence of recognition by peers for clinical faculty (invitations to the following: presentations at professional meetings and workshops; editorials; editorial boards; leadership in professional organizations)

**FULL MEMBER:**

- a) Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization
- b) Evidence of at least one (1) activity from column A and at least two (2) activities from column B within the last five years that is relevant to the faculty member’s discipline and to the intended supervisory position in the table below.

<b>A</b>	<b>B</b>
Publication *	Publication*
	Professional conference presentation
	Externally funded research grant
	Review of scholarly work
	Journal Editing
	Invited artwork
	Juried artwork
	Service on editorial boards

	Leadership in professional policy
	Leadership in professional development within the discipline
	Community Education workshops within the discipline
	Consulting within the profession
	Leadership in a professional association
	Reviewing external grant proposals
	Judge at juried competitions

\* Publications include discipline related published or accepted: peer reviewed journal articles; books; book chapters; monographs; patents; editing substantial scholarly collections; artistic works; regional or national *juried* performances or exhibits. Dissertations are *not* considered a publication.

## APPLICATION PROCESS

The Program should begin the nomination process with enough advance time to allow for completion of the application process before the prospective graduate faculty member is to serve in the desired capacity. For example, associate faculty must have successfully completed the nomination before they can serve on thesis committees. Therefore, programs are advised to plan well ahead accordingly. Programs should be cognizant of the fact that the Graduate Council meets monthly during the regular academic year beginning with University Week, but not in the summer.

*Please note that anyone who is not a full-time employee of ULM must have Adjunct Faculty status prior to being nominated as an Associate or Clinical Member of the Graduate Faculty. Programs may submit applications for Adjunct Faculty status to their dean utilizing the "Request for Adjunct Staff Listing" form, which is then routed to the Office of Academic Affairs for approval.*

## NOMINATION AND DOCUMENTATION

### Nomination

The nomination process must adhere to the following procedure; OR, a consistent nomination process must be developed at the college level and published in the college policy statements:

Nomination for graduate faculty can begin with the program. Nominations must be approved by a program-level graduate committee and then forwarded through the official chain of command with evaluation authority over the faculty member to the dean's office for approval. It is imperative that the same process be followed for all candidates.

**Documentation:**

The following documents are required:

- a) Graduate Faculty Recommendation form (listed under Forms/Academic Affairs)
- b) A letter of nomination from the Graduate Coordinator or appropriate supervisory authority, routed through the School Director, Department Head or Program Chair, and the Dean
- c) A *curriculum vita* (see format below)

**The *curriculum vitae* must contain the following categories in the order listed below:**

- 1) Education history
- 2) Employment history (including *current* ULM employment)
- 3) Teaching experience
- 4) Publications

Books

- o Published
- o In press
- o Accepted
- o Under review

Journals

- o Peer reviewed publications
  - Accepted
  - In press
  - Under Review
  - In progress
- o Non- refereed publications
  - Book reviews,
  - Newsletter
  - Essays
  - Other
  - Patents

Published  
Submitted

Conference Abstracts or Papers

- o Published/attended
- o Accepted

5) WORKSHOPS

6) GRANTS

- o Funded
- o Pending
- o Submitted

## 7) OTHER PROFESSIONAL ACTIVITIES

- Leadership in professional organizations
- Professional activity outside the University

### **College Academic Dean**

- The Academic Dean reviews the recommendation and Dean may choose to support or reject the recommendation.
- If the recommendation is supported, the application materials are signed by the Academic Dean and forwarded to the Graduate School for consideration by the Graduate Council, 72 hours prior to a regularly scheduled meeting at the latest.
- If the application is rejected by the Dean, application materials will then be returned to school per chain of command.
- The School Director or person with evaluation authority over the candidate communicates the decision to the candidate.

### **Graduate School / Graduate Council**

- The Graduate School receives applications from Academic Deans and posts the application material on Moodle for review by the Graduate Council
- The Graduate Council reviews the applications and recommends either granting or denying Graduate Faculty status.
- The Director of the Graduate School reviews the recommendation and communicates the decision to the Faculty member, appropriate school representative per the chain of command, and the Academic Dean of the faculty member.
- Application materials are returned to the Dean, who then returns them to the appropriate School/Program representative per chain of command.
- The Graduate School updates the Graduate Catalog to reflect Graduate Faculty personnel changes
- The month and year of appointment of graduate faculty status will be kept as record in at the Graduate School.

## **RENEWAL OF GRADUATE FACULTY STATUS**

Graduate Faculty memberships automatically expire at the end of five years from the date of appointment. Faculty must reapply for membership for another five-year term. The Graduate School will inform each School Director, or person with direct supervisory authority over the faculty member, of the expiration of a faculty member's five-year term and the opportunity to renew membership. Program guidelines must meet minimum criteria established by the Graduate School. Each program may have their own

guidelines for the renewal of membership as the nature of scholarly activities varies among academic disciplines and may choose to have guidelines that are more stringent. Program guidelines must be approved by the Graduate School and Academic Affairs. If Program performance indicators or protocols are not established, the Graduate School guidelines will be utilized as the default protocol and will be administered through the Graduate Council.

## **RENEWAL PROCESS**

Each Program will review a faculty member's application for a fresh five-year term for Graduate Faculty membership.

- Each Program's Graduate Committee will conduct the review. The review will then be evaluated by the School Director and then forwarded to the College Academic Dean.
- The Academic Dean will review the request and make a recommendation to the Graduate School to either award or deny Graduate Faculty membership.
- In the case of a denial, the Academic Dean or School Director, or person with direct evaluatory authority, counsels the applicant regarding the deficiencies in the application as guidance for future application for Graduate Faculty status
- The Graduate School Director accepts or denies the request. At the discretion of the Graduate School Director, the renewal application may be reviewed by the Graduate Council for its recommendation.
- The Graduate School Director communicates the final decision to the faculty member and his/her School Director and Academic Dean. In the case of a denial, the Graduate School Director, or person with direct evaluator authority, counsels the applicant regarding any deficiencies in the application, as guidance for future application for Graduate Faculty Status.
- Appropriate changes are made to the Graduate School website by the Graduate School
- The month and year of appointment of graduate faculty status will be kept as record in at the Graduate School and will be made available to the Academic Deans at the beginning of each academic year.
- The Graduate Council may dedicate a special meeting twice a year on Dead Day (December and May) to review all renewals for graduate faculty.

### **Associate membership:**

Faculty members may reapply and be reappointed or removed from Associate membership based on criteria established by each graduate program. Associate members may apply for full membership anytime they meet performance expectations for that level of membership.

Approved by the Graduate Council on August 17, 2017

**Clinical membership**

Faculty members may reapply and be reappointed as a Clinical Members if performance expectations are met. Other options include a change of status to an Associate member or removal from Graduate Faculty status.

**Full Membership**

Faculty members may reapply and be reappointed as Full members if performance expectations are met. Other options include a change of status to an Associate member or removal from Graduate Faculty status.