

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:**

##### **For full-time ULM Faculty:**

**1) 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.

**2) Associate Member:** An Associate Member may teach graduate courses and serve on field study, thesis, and dissertation committees. An Associate Member may not act as major professor or chair field study, thesis, or dissertation committees.

**Emeritus Faculty:** Emeritus Graduate Faculty who are active in research may retain their current status as major professor or committee chair for one year and may serve on committees for a period of five years. New requests for Graduate Faculty status 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 current status as graduate faculty in their original program for one year. After one year of service, they may apply for Adjunct status and Graduate Faculty status as Associate members for a period of three 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, Retired Faculty accept all responsibilities of their role as outlined in the Graduate School Catalog and Faculty Handbook

**3) Clinical Member:** Clinical Membership is for full-time or visiting faculty engaged in application of clinical knowledge and practical instruction of professional students. A Clinical Member may teach graduate courses and serve on field study, thesis, and dissertation committees but may not serve as major professor or chair committees. Typical programs served by Clinical members include professional programs such as Speech Pathology, Occupational Therapy, Physical Therapy, Nursing, and Public Administration.

##### **Adjunct Members: For Non-ULM faculty**

**4) Adjunct Member:** This status is for those who are not full time ULM employees, but who may be appointed for their expertise in a particular program. An Adjunct Member may teach graduate

courses, serve on field study, thesis, or dissertation committees. Adjunct members may co-chair a thesis or dissertation committee, but not serve as sole chair. The other co-chair must be from the relevant program at ULM.

Programs must first obtain approval from the Vice President of Academic Affairs to hire adjunct faculty members *before* submitting candidates to the Graduate Council for consideration.

#### **MEMBERSHIP TERM LIMITS:**

All membership appointments are awarded for a period of *five years* except for adjunct faculty whose membership will be restricted to a period of *three years* after which they must apply for renewal.

- 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-time Clinical or Full 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.

##### **FULL MEMBER:**

- a) Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization
- b) Evidence of a publication (see Appendix A) AND any two additional scholarly activities (see Appendix B) within the last five years that are relevant to the faculty member's discipline and to the intended supervisory position:

##### **ASSOCIATE MEMBER:**

Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization; AND

- a) Within three years of receiving a terminal degree; OR
- b) One publication (see Appendix A) within the last five years.

##### **CLINICAL MEMBER:**

- a) Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization;

- b) Record of appropriate clinical or professional productivity (see Appendix C) within the last five years;
- c) Current license/certification as specified by the program of appointment.
- d) Evidence of a publication (see Appendix A) within the last five years is desirable but not essential.

**ADJUNCT MEMBER (Non-ULM Faculty):**

Earned doctorate or highest earned terminal degree from an accredited institution in field of specialization AND:

- a) Evidence of one publication (see Appendix A) within the last five years OR
- b) Record of appropriate clinical experience or professional productivity (see Appendix C) within the last five years; Current clinical certification or licensure as specified by the program of appointment.

**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 graduate 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 Adjunct 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.*

**NOMINATIONS 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), with complete signatures
- 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, with dates indicated for activity in reverse chronological order (most recent first). If co-authored, list authors in order and indicate candidate's name in boldface:**

- 1) Education history
- 2) Employment history (including *current* ULM employment)
- 3) Teaching experience
- 4) Publications - provide full citations for all publications, including dates of publication and inclusive pagination.

- Books (as author, co-author, or editor)
  - Published
  - In press
  - Accepted
  - Under review
- Peer-reviewed/Refereed Publications:
  - Journal Articles
    - Accepted
    - In press
    - Under Review
    - In progress
  - Book Chapters
    - Accepted
    - In press
    - Under Review
  - In progress
- Non- refereed publications
  - Book Chapters
  - Book reviews
  - Newsletter
  - Essays
  - Other
- Patents
  - Published
  - Submitted
- Conference abstracts or papers
  - Published/attended

- Accepted
- 5) Workshops
- 6) Grants
  - Funded
  - Pending
  - Submitted
- 7) Other Professional Activities
  - Leadership in professional organizations
  - Professional activity outside the University

#### **College Academic Dean**

- The Academic Dean reviews the recommendation and may choose to support or reject the recommendation.
- If the recommendation is supported the application materials are signed by the Dean and forwarded to the Graduate School for consideration by the Graduate Council, seven (7) days prior to a regularly scheduled meeting at the latest.
- If the Dean rejects the application, application materials will then be returned to the 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. Programs are advised to keep records of the month/year of nomination, since graduate faculty status will expire and require renewal.

#### **RENEWAL OF GRADUATE FACULTY STATUS**

Graduate Faculty memberships for full time faculty automatically expire at the end of five years from

the date of appointment (as of Fall 2017). 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. The Graduate School and Academic Affairs must approve program guidelines. 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 three or five-year term, as the case may be, 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 Graduate Committee.
- The College Graduate Committee will review the request and approve or deny and make a recommendation to the Academic Dean.
- The Dean will review the request 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.
- The Graduate School Director then submits the renewals to the Graduate Council for final approval.
- 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 evaluatory 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 maintained as record 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.

Faculty members may reapply and be reappointed to their current status if performance expectations are met. Associate members may apply for full membership any time they meet performance expectations for that level of membership. Other options include a change of status to

a lower level of membership or removal from Graduate Faculty status

**Adjunct Membership:**

Faculty members may reapply and be reappointed or removed from Adjunct membership based on criteria established by each graduate program. Adjunct members may apply to have their membership renewed upon expiration of their terms as long as they meet membership criteria.

**Graduate Faculty Status and Program Affiliation**

Faculty apply for Graduate Faculty status only for a particular program. Graduate Faculty status does not give faculty the right to teach graduate courses or chair field-study, thesis, or dissertation committees in other programs. However, they may serve on committees and/or teach in other programs with permission from the appropriate program committee. Program-specific guidelines apply.

**APPENDIX A: PUBLICATIONS** (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.

A dissertation or a thesis are *not* considered as publications.

**APPENDIX B: ADDITIONAL SCHOLARLY ACTIVITIES**

- 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

#### **APPENDIX C: PROFESSIONAL PRODUCTIVITY**

- 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 reviewer 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)

#### **APPROVALS**

Approved by Graduate Council May 2018

Approved by Dr. Pani, VPAA, June 27, 2018