

DEPARTMENT OF ENGLISH

Graduate Faculty Criteria

A faculty member is normally proposed for appointment to the Graduate Faculty when it is deemed to be in the best interest of graduate students that the faculty member teach graduate courses and direct graduate research. The following criteria apply to all ~~tenure-track~~ faculty who are proposed for appointment to the Graduate Faculty.

1. Education

All members of the Graduate Faculty in English shall have the terminal degree in the field (Ph.D. or M.F.A.) or shall have received an equivalent level of national recognition.

2. Teaching

A member of the Graduate Faculty is expected during the term of the appointment to be actively involved with graduate education. Involvement includes teaching graduate courses, advising graduate students, serving on [project](#), [portfolio](#), [exam](#) or thesis committees, and/or governing the graduate program.

3. Professional Accomplishment

A member of the Graduate Faculty is expected to have a record of scholarly or creative accomplishment *since the most recent review* sufficient to warrant reappointment. A member is expected to have made a contribution to knowledge in their field and to have secured some professional recognition for that activity. **For those holding regular graduate faculty status, the record will typically include publication (or acceptance for publication) of a book or of at least three alternative contributions in the form of journal articles, book chapters, creative work, or other recognized professional documents.** For those holding associate graduate faculty status, the record will typically include publication (or acceptance for publication) of a book or of at least one alternative contribution in the form of a journal article, book chapter, creative work, or other recognized professional document. Other scholarly or artistic contributions may partially substitute for one or more of these publications, including presentations at refereed conferences, reviews, review-articles, and oral creative performances.

4. Length of Appointment

Initial appointment shall be for a period of three years. Reappointment shall be for a period of five years for those holding regular graduate faculty status, and three years for those holding associate graduate faculty status. In the case of initial appointment, the

criteria in education, teaching, and accomplishment may be modified to include a beginning faculty member's potential for success. Evidence from time spent at another institution may also be taken into consideration.

Procedures

Although the Chair makes recommendations on graduate faculty appointment and reappointment, they will seek the advice of the Department's Graduate Committee. The steps in the process are as follows:

1. The Chair and Graduate Director shall solicit applications from new and renewable faculty, requesting the submission of an up-to-date *vita* with a brief cover memo addressing satisfaction of the appointment criteria.
2. This material (to which will be added student evaluations from graduate classes) will be reviewed by the Graduate Committee.
3. The Graduate Director makes recommendations to the Chair on behalf of the Committee, including the results of votes taken and a brief rationale for each recommendation.
4. After consulting with the Director as necessary, the Chair will forward recommendations to the Dean of the Graduate School with copies available to the Director and the candidate.