**V. Graduate Faculty Status Review**

1. Faculty will demonstrate effective teaching and service in their cover letter (narrative) and their curriculum vitae.
2. All Graduate Faculty (GF) will be reviewed for continuation of their status by the Graduate Council. After granting the initial status of Graduate Faculty, each GF’s scholarship activity will be reviewed every three (3) years to determine if GF status will continue.

By January 15th of each year, the Graduate Director for each program will provide the Director

of the Graduate Center a list of Graduate Faculty whose appointments are subject to review. By

February 15th each Graduate Faculty subject to review will provide to their Graduate Program

Director and their Department Chairperson an updated vita with an accompanying supportive

narrative and completed faculty rubric. Upon consultation with the appropriate Department

Chairperson, the Graduate Program Director will forward the recommendation for renewal or

non-renewal to the Graduate Council for consideration at its March meeting. In the event that

a vote for renewal results in a tie, the Director of the Graduate Center will then cast his/her

vote. The recommendation of the Graduate Council will be sent by the Graduate Council

Chairperson to the appropriate Dean and Department Chairperson by March 30th. The Dean is

responsible for reappointing graduate faculty status for an additional three year term.

A Graduate Faculty member who is not recommended by the Graduate Council may appeal this

decision to the Graduate Council for further review, at which time the Graduate Faculty

member may provide clarification concerning his/her scholarly activities. They may not provide

additional documentation at this time.

If the Graduate Faculty is not awarded continuation of their status and their appeal is denied,

they will be dropped from Graduate Faculty status. The non-renewed Graduate Faculty

may: (1) re-apply in the fall immediately following the non-renewal in the spring as long as their

application addresses an improvement plan for the deficiencies that led to non-renewal; or, (2)

re-apply after one academic year. For the non-renewed Graduate Faculty who chose option (1),

the Graduate Council has the option of issuing a one-year conditional appointment if the

improvement plan is acceptable.

To assist Graduate Faculty in providing appropriate documentation of their scholarship activity,

the following rubric may provide guidance. In addition, the following rubric will be used by the

Graduate Program Director, Department Chairperson, and Graduate Council to evaluate the

Graduate Faculty’s scholarly contributions.

1. Graduate Faculty Review/Renewal Rubric

|  |  |  |
| --- | --- | --- |
| **Scholarship Activity** | **Faculty Identified Activities\*** | **Reviewing Comments\*\*** |
| Giving scholarly presentation |  |  |
| Holding offices or positions in professional academic organizations |  |  |
| Article publication in scholarly professional journal |  |  |
| Article submission to a scholarly professional journal |  |  |
| Professional Book Publication (must be with a reputable, academic press. Not self-published) |  |  |
| Professional Book Proposal (must be with a reputable, academic press. Not self-published) |  |  |
| Book chapter publication |  |  |
| Book chapter submission |  |  |
| Textbook review/peer review/editorial board member |  |  |
| Accreditation (SPA or Program) Report/Preparation and submission |  |  |
| Symposia |  |  |
| Grant submission/receipt |  |  |
| Resubmission of a previously submitted grant |  |  |
| Excellence in teaching |  |  |
| Creating new courses   * Online * Hybrid * Face-to-Face |  |  |
| Chairing a Thesis Committee |  |  |
| Mentoring new graduate faculty or graduate student |  |  |
| Online Delivery Certification |  |  |
| Other activities included on the narrative |  |  |

\* Faculty member should check the activities included in their CV and narrative.

\*\* Reviewers should provide comments during their examination of the GF’s CV and narrative.

Graduate Council Approval: 4-26-17