

University Guidelines for Graduate Faculty Membership

The Graduate Faculty

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Also, only members of the Graduate Faculty may serve as a departmental Graduate Coordinator.

All faculty members, including academic deans, department heads, and directors, who wish to be a member of the Graduate Faculty must apply. Faculty who have completed a terminal degree within the previous three years are typically awarded an initial appointment at a level in accordance with that defined in the individual college's criteria. The level of Graduate Faculty membership required of Graduate Coordinators is also left to the discretion of individual colleges and departments.

Appointments to the Graduate Faculty are made by the Graduate Council, in consultation with the academic colleges, in accordance with the following policy and procedures.

Level One

Level One status is available to all faculty members who hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. Holding Level One status qualifies individuals to direct master's theses and to serve on master's and doctoral committees.

Level Two

Level Two status qualifies individuals to direct both dissertations and theses and to serve on both master's and doctoral committees. The primary criterion for Level Two membership is a consistent record of scholarly activities evidenced by peer-reviewed publications in strong professional journals, conference proceedings, and other venues commonly recognized by the academic community.

Recognizing that the nature of scholarly activities varies among academic disciplines and the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by specific criteria developed by each academic college and approved by the Provost and Vice President for Academic Affairs. The academic colleges may formulate these criteria in any manner they choose as long as the criteria are consistent with the University guidelines established here by the Graduate Council and approved by the Provost/Vice-President of Academic Affairs. The criteria of any academic college may be more stringent than the University guidelines, but it may not offer a term of appointment that is in conflict with the University guidelines. All college criteria and these University guidelines for graduate faculty membership shall be reviewed by the involved entities at least once every five years.

The term of appointment to the Graduate Faculty is five years. The Graduate Council may, in unusual circumstances and at its discretion, make an emergency appointment for a shorter term; likewise, the Dean of the Graduate School may grant an emergency one-semester appointment to the Graduate Faculty at his or her discretion. Any current chair or member of a thesis or dissertation committee who no longer holds the appropriate membership level during the time he or serves on that committee shall

be allowed to continue to chair or to serve on the committee for two years following his or her change in membership status. Any member of the Graduate Faculty on University-approved leave, including sick leave, may request an extension of his or her appointment equivalent to the time of their official University leave.

Each college, guided by its own Graduate Faculty membership criteria, will conduct three independent and concurrent reviews—by a College Peer Review Committee, the Department Head, and the Academic Dean—of each application and provides a recommendation for appointment to the Graduate School for each. Each College Peer Review Committee shall include a member of the Committee on Graduate Faculty Membership from the affiliated college to serve as an ex-officio member. The three college entities are responsible for submitting their independent recommendations for every application to the Dean of the Graduate School in a timely manner that is consistent with the deadlines established by the Graduate School. The Committee on Graduate Faculty Membership will review applications and recommendations for appointment to the Graduate Faculty only when any one of these aforementioned academic college entities (1) recommends denial of membership to the Graduate Faculty, (2) recommends appointment at a different level than applied for by the faculty member, and/or (3) offers recommendations that are inconsistent in any way or absent.

Application Procedures

To apply, the applicant must complete the Application for Appointment to the Graduate Faculty on the Graduate School website and upload the required shortened curriculum vitae (and any supplemental materials) by the appropriate deadline.

The Graduate Council has mandated that a shortened curriculum vitae covering only the most recent five years accompany each Application for Appointment to the Graduate Faculty. This document is to be separate from one's regular curriculum vitae. Publications must be referenced in formal bibliographic style in reverse chronological order; also, refereed publications must be clearly identified as such. The Graduate Council further mandated precision and fidelity in the matter of authorship; that is, all authors of a publication shall be listed in the manner appearing on the title page or by-line.

1. For Level One membership, documentation of scholarly and/or professional engagement must be highlighted.
2. For Level Two membership, scholarly and/or professional publications should be listed separately from conference presentations and grant proposals. The applicant may add additional supplemental materials including, for example, a cover letter to call attention to information that may help those involved in the review process and/or copies of publications and grants.

The process for review of an application is as follows:

A. Following the application deadline, applications, shortened CVs, and any supporting materials are routed by the Graduate School through three concurrent and independent review processes.

1. Applications are reviewed by the appropriate Department Head who then submits recommendations with narratives supporting those recommendations to the Graduate School.

2. Applications are reviewed by the appropriate Academic Dean who then submits recommendations with narratives supporting those recommendations to the Graduate School.
3. Applications are reviewed by the appropriate College Peer Review Committee; the chair of this committee then forwards recommendations with narratives supporting those recommendations to the Graduate School (with a copy of these recommendations being sent at this time to the appropriate Academic Dean).

B. Upon receipt of recommendations and the related narratives from the three academic college review entities (the College Peer Review Committee, the Department Head, and the Academic Dean), the Dean of the Graduate School and the chairperson of the Committee on Graduate Faculty Membership shall perform an administrative review of all applications along with the college recommendations; they shall forward applications that require review as specified above to the Committee on Graduate Faculty Membership for review. Those applications that do not require review by the Committee on Graduate Faculty Membership shall be submitted directly to the Graduate Council for final University approval.

C. The Committee on Graduate Faculty Membership shall assess these applications and all three recommendations from the academic college and then submit its recommendations for appointment to the Graduate Council on all applications considered. The Graduate Council shall then make a final decision, although subject to appeal, on the basis of these recommendations for appointment to the Graduate Faculty.

D. At all levels of review, a recommendation for appointment at a different level than applied for by the applicant may be made.

E. If a faculty member's application for Graduate Faculty membership is not approved, the Graduate Council will provide explanation of the basis for its decision to the Dean of the Graduate School. In the case of a denial of an application, the applicant shall be provided with a brief description of the reason for the denial.

F. The Dean of the Graduate School and the Chair of the Graduate Council will jointly provide the decision in writing to all applicants in a timely fashion.

G. After the recommendations of the Committee on Graduate Faculty Membership are submitted to the Graduate Council and the faculty member is notified of the decision, the applicant for graduate membership or the academic college may appeal the decision advanced by the Committee on Graduate Faculty Membership. This appeal will be heard by the Graduate Council with appropriate input from all involved parties and the full application file available for review. The appeal decision by the Graduate Council will be submitted to the Provost and Vice-President of Academic Affairs for final University approval.

Policy revised by the Graduate Council on May 13, 2014, October 14, 2014 and December 16, 2014; approved by the Provost and Vice President for Academic Affairs (December 19, 2014).

Policy revised by the Graduate Council on March 10, 2015; revised per Provost's recommendations on June 24, 2015; approved by the Provost and Vice President for Academic Affairs (July 6, 2015).

Policy revised by the Graduate Council on March 8, 2016; approved by the Office of the Provost and Academic Affairs (March 30, 2016) and the President (April 8, 2016).

College of the Arts Criteria for Graduate Faculty Membership

*Revised by the College of the Arts, Spring 2017
Revisions approved by Dr. David Danahar, Interim Provost and Vice President for Academic Affairs, May 4, 2017*

The Graduate Faculty

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Also, only members of the Graduate Faculty may serve as a departmental Graduate Coordinator.

Staff, instructors, tenure-track, tenured, retired and/or emeritus faculty of the College of the Arts may apply to be a member of the Graduate Faculty. Individuals who have completed a terminal degree within the previous three years are typically awarded an initial appointment of Level One membership.

All individuals, including academic deans, department heads, and directors, who wish to be a member of the Graduate Faculty, must apply.

Application Procedure

To apply, the applicant must complete the Application for Appointment to the Graduate Faculty on the Graduate School website and upload the required shortened curriculum vitae and explanation of scholarly activities by the appropriate deadline.

School of Architecture and Design: Criteria for Eligibility for Membership on the Graduate Faculty

All faculty members are expected to engage in scholarly activity and to earn distinction in their field. Criteria for Graduate Faculty membership in the School of Architecture and Design are consistent with the expectations of tenure and promotion criteria including a record of creative/scholarly activities and excellence in teaching and service. Scholarly activities must be peer reviewed. The peer review process is an evaluation of academic or professional work by others working in the same field including: academic, professional, or governmental organizations in the design discipline. The intent of the peer review process is to maintain or enhance the quality of work in the field. The process provides an important measure of the faculty's creative/scholarly activity. Creative/scholarly activities are judged on a case-by-case basis to determine their value in the Graduate Faculty membership application process.

Level One

Level One membership is available to all faculty members who hold a terminal degree and demonstrate evidence of creative/scholarly and/or professional engagement that includes, but is not limited to:

- Conference presentations
- Invited academic presentations

- Conducting Continuing Education Courses
- Office/board membership for professional/scholarly organization
- Scholarly editorial activity in peer reviewed journals or books
- Serving on a design jury
- Development of software or Internet resources

Level One membership may be granted to the Director, academic Associate Dean, and Dean holding faculty rank in the SoAD who, in the absence of creative/scholarly activities, may serve on master's committees, but may not serve as Chair of a Master's Project or Thesis. At least a Level One membership is required for the SoAD Graduate Coordinator.

Level Two

Level Two membership is available to faculty who hold a terminal degree, and in addition to a consistent record of creative, scholarly, and/or professional activities, maintain a record of excellence in teaching and service. Level Two membership is a requirement to serve as a Chair of a Master's Project or Thesis. The applicant must demonstrate contributions to the design discipline through a number of relevant and sustained activities that include, but are not limited to the following:

- Projects/creative works awards/prizes
- Publications (books, journal articles, conference proceedings, etc.)
- Principal Investigator, Co-Principal Investigator or Senior Personnel on grants/contracts
- Exhibitions
- Fellowship awards
- Licensure and professional credential maintenance
- Conference presentations
- Invited academic presentations
- Conducting Continuing Education Courses
- Office/board membership for professional/scholarly organization
- Scholarly editorial activity in peer reviewed journals or books
- Serving on a design jury
- Development of software or Internet resources

(Policy proposed by the SoAD, December 16, 2015)

School of Music and Performing Arts: Criteria for Eligibility for Membership on the Graduate Faculty

Criteria for Graduate Faculty membership in the SOM+PFAR include a consistent record of creative/scholarly activities, a terminal degree. For purposes of graduate faculty membership, the criteria below—not necessarily in order of importance—are applicable to all music faculty. Other accomplishments not listed below should be accepted on a case-by-case basis.

- Books, chapters, encyclopedic entries, articles, or reviews
- Published papers in official conference proceedings
- Public performances

- Presentations or performances at meetings of professional organizations
- Performance or publication of compositions and transcriptions
- Participation and leadership in workshops, seminars, conferences, adjudication, pedagogical activities, scholarly editorial work
- Affiliation with professional/scholarly organizations
- Artist Fellowship
- Development of software or Internet resources
- Production/release of DVD, CD, or other media
- Roles in musical productions (ex. singer, director, conductor)

The handbook of the National Association of Schools of Music (the music accrediting agency) notes, “Over reliance on quantitative measures is inconsistent with the pursuit of quality in the arts. The higher the level of achievement, the more strongly this pertains.” Therefore, judging the merit of one’s work based on a few inflexible criteria—i.e. “books published by scholarly publishers”—is not, in itself, sufficient for a proper evaluation of a candidate’s creative/scholarly output in the musical arts. Likewise, to state that a performance out-of-state necessarily has more artistic merit than a performance in a region can over-simplify an evaluation process that requires a more nuanced approach and a deeper examination of the work. All work that meets the criteria above must be carefully judged on a case-by-case basis to determine its value in the Graduate Faculty membership application process. Determining the merit of a concert, performance, release of a recording, CD, DVD, books, articles, conference presentations, etc., is best made with input by the applicant’s peers from his/her own discipline.

Level One and Level Two Distinction

Graduate Faculty is categorized into two levels. The distinction between Level One (Master’s Level) and Level Two (Doctoral Level) is based upon the strength and consistency of the particular activity. For example, are the articles published in strong peer-reviewed journals that are highly selective with national or international acclaim? Or, is the performance given in a venue of high recognition and demonstrating public impact? For the purposes of the School of Music, Level One graduate faculty membership is sufficient for chairing a MM student committee.

The initial appointment of a faculty member may be at Level One or Level Two, depending upon the qualifications of the specific candidate.

The Graduate Coordinator of the School of Music may be Level One or Level Two, depending upon the qualifications of the particular faculty member.

Department of Visual Arts: Criteria for Eligibility for Membership on the Graduate Faculty

Criteria for Graduate Faculty membership in the Department of Visual Arts include a consistent record of creative/scholarly activities and a terminal degree in studio art (MFA) and/or art history (PhD) and excellence in teaching and service. Members of the Graduate Faculty are expected to engage in scholarly activity and to earn distinction in their field.

As noted in the handbook of the National Association of Art and Design (NASAD), “over reliance on quantitative measures is inconsistent with the pursuit of quality in the arts. The higher level of achievement, the more strongly this pertains.” Therefore, judging the merit of one’s work based on a few inflexible criteria—i.e. “books published by scholarly publishers”—is not, in itself, sufficient for a proper evaluation of a candidate’s creative/scholarly output in the Visual Arts. Determining the merit of an exhibition, workshop, presentation, book, article, etc., is best made with the input by the applicant’s peers and representatives of his/her own discipline.

The four primary areas of the Department of Visual Arts are presented and defined as follows: the Art Historian; the Designer; the Educator; and the Studio Artist. It is assumed individual faculty candidates will be allowed some latitude for crossover or interdisciplinary pursuits. In all cases, the quality of the endeavor is most important. In addition, all graduate faculty will demonstrate a commitment to teaching and service within the department, college, university, community, and his/her professional field (where applicable).

Level One

For the purpose of Graduate Faculty Level 1 membership, the criteria below—not in order of importance—are applicable to all Visual Arts faculty. Other accomplishments not listed below should be considered on a case-by-case basis.

Level One membership is available to individuals who hold the requisite terminal degree and demonstrate evidence of creative/scholarly and/or professional engagement that includes, but is not limited to:

The Art Historian:

- Participation in scholarly conferences or other academic forums as presenter, panelist, or respondent.
- Publication in adjudicated periodicals or a published catalog or an essay within a catalog. Other standard vehicles for professional art historical activity may include publication of articles in peer-reviewed edited volumes, specialized reference books, textbook writing, translation of texts significant in the field, publication of manuscript documents of interest to the field.
- Service as guest curator for a museum or university gallery exhibition when this entails the research, interpretation, and presentation of a body of artwork.

The Graphic Designer:

- Scholarship includes the production of articles, essays, or books using a referred or editorial review process.

- Design includes commissioned or contractual work including artistic presentation of visual concepts for exhibition or competitions
- Lectures and professional presentations of essay or research pertaining to history, theory, criticism, professional experience, or fine art bodies of work.
- Initiating and directing research grants or applied teaching projects that are recognized as excellent through peer review.
- Serving on a design jury or as quest curator for a museum or university gallery exhibition when this entails the research, interpretation, and presentation of a body of artwork.

The Art Educator:

- Participation in scholarly conferences or other academic forums as presenter, panelist, or respondent.
- Publication of books, which demonstrate the content or pedagogical knowledge of the candidate. The intended audience may be either the art education community or a wider audience.
- Publication in adjudicated and/or invited periodicals or publications, including electronic journals that demonstrate the professional abilities of the candidate in any area of art education. These can include articles on art, education, pedagogy, curriculum, assessment, methods, computer applications in art education, gender studies, aesthetics, art criticism, studio techniques, art history, philosophy, sociology, the history of art education or other related area as well as traditional art education journal topics.
- Initiation and direction of research grants or applied teaching projects that are recognized as excellent through peer review.
- Other forms of productivity such as articles in specialized reference books, textbook writing, critical reviews of exhibitions, software, books or articles that contribute to curricular concepts or other areas in the field of art education.

The Studio Artist:

- Fine art - the artistic presentation of visual concepts for exhibitions or competitions. One-person, two-person, group, competitive and/or theme exhibition venues.
- Presentation of workshops, lectures, and professional presentations of essays or research pertaining to history, theory, criticism, fine art bodies of work, area of discipline, professional experience, or fine art bodies of work.
- Publication of a work selected on the basis of its artistic and/or interdisciplinary merit.
- Scholarship - the production or publication of articles, essays, or books using a referred or editorial review process.
- Initiation and direction of research grants or applied teaching projects that are recognized as excellent through peer review.
- Service as guest curator for a museum or university gallery exhibition when this entails the research, interpretation, and presentation of a body of artwork.

Level Two

For the purpose of Graduate Faculty Level 2 membership, the criteria below—not in order of importance—are applicable to all Visual Arts faculty. Other accomplishments not listed below should be considered on a case-by-case basis.

“Level 2” faculty—in addition to satisfying the requirements and activities of “Level 1”—will demonstrate a markedly high level of professional activity by exhibiting characteristics such as those that follow:

- Demonstrate a high consistency of professional activity, or publication, within the Department of Visual Arts.
- Receipt of major Awards at the college-, local-, national-, or international level, and/or fellowship awards from reputable and recognized professional organizations
- Demonstrate a high to degree of publication in the candidate’s field/area of expertise.
- Exhibit excellence in teaching demonstrated by teaching awards including quality of work produced and placement of students in graduate school
- Demonstrate a high level of service to the community and service to a discipline at a regional, national, and international level beyond the scope of the department that contributes to the candidate’s overall discipline or area of expertise
- Exhibit a high level of participation in professional presentations at the college/University-wide level and at national and international conferences

(Department of Visual Arts Graduate Faculty Graduate Guidelines, proposed 1/18/2017, 4/19/2017)

B. I. MOODY III COLLEGE OF BUSINESS ADMINISTRATION CRITERIA FOR APPOINTMENT TO GRADUATE FACULTY

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Also, only members of the Graduate Faculty may serve as a departmental Graduate Coordinator. Such appointments are made in compliance with the classifications and criteria listed below.

Two levels of graduate faculty membership are available at the University. Recognizing that the nature of scholarly activities varies among academic disciplines and the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by specific criteria developed by each academic college and approved by the Provost and Vice President for Academic Affairs. In the College of Business Administration, eligibility for these two levels of membership are defined as follows:

Masters Level (Level I)

1. All faculty with a terminal degree are eligible for Level I membership within the graduate faculty.
2. Non-tenure track researchers and instructors may be considered for Level I graduate faculty membership if they hold a terminal degree in the appropriate discipline.
3. Although all that is required for Level I membership is a terminal degree, faculty must still apply for membership in accordance with University rules and procedures.

Doctoral Level (Level II)

1. Faculty must have a terminal degree to be eligible Level II membership within the graduate faculty.
2. Any new faculty member, including those who have received the terminal degree within three years preceding their application, will be eligible for Level II membership upon accepting a tenure track faculty position at the University. Faculty must still apply for membership in accordance with University rules and procedures.
3. A negative review at the time of tenure review will result in removal from Level II membership and appointment for the remainder of the term at Level I membership.

The requirements for Graduate Faculty membership Level II for the B. I. Moody III College of Business Administration are as follows:

For the College of Business Administration, either the doctoral degree or the J.D. is a prerequisite for Graduate Faculty appointment. A significant and consistent record of intellectual contributions is required for a Level II Graduate Faculty appointment. While all forms of intellectual contributions are encouraged, traditional forms of academic research and scholarly activity directed towards identified research streams are expected and emphasized by both the Graduate Council and the Association of Advance Collegiate Schools of Business (AACSB International). As mentoring is an important component of the research element at UL Lafayette, co-authored endeavors are acceptable.

Each applicant must show intellectual contributions in at least one of the following two forms:

At least three substantial articles in in five years in peer refereed academic journals in accordance with the college faculty qualifications guidelines.*

or

One major scholarly work such as a book or monograph (**not** including a textbook).

In addition to the items above, the applicant may provide a record indicating a consistent ongoing level of intellectual contributions. Such items would include:

- Publication of a textbook
- Publication of a book chapter
- Publication of refereed paper in a proceedings of regional, national, or international professional/academic association conference
- Publication of cases or instructional software in a text or a study guide to accompany a text
- Publication of a book review of another's work
- Presentation of a paper at a regional, national, or international professional/academic association conferences
- Conducting professional continuing education, seminars or workshops

Graduate faculty membership is not required by the College of Business Administration in order to teach graduate courses on the master's degree level.

*All faculty with administrative duties, such as Deans, Associate Deans, MBA Director, Assistant Deans, and Department Heads will need one substantial article in five years for Level II membership

College of Education Graduate Faculty Membership Criteria Revised Fall 2016

*Revised by the College, November 8, 2016
Approved by the Provost and Vice President for Academic Affairs, November 18, 2016*

Applications for Graduate Faculty membership are submitted directly to the Graduate School through its website, which also details the University's policies on graduate faculty membership. Once submitted, applications are concurrently and independently reviewed by the department head, academic dean, and by the College's peer review committee, each of which makes a recommendation to the Graduate Council, which makes a final determination. The College of Education criteria for membership will be reviewed at least once every five years.

There are two levels of graduate faculty membership. Level one membership qualifies members to chair master's theses and to serve on master's and doctoral committees. Level two membership qualifies members to chair both master's theses and doctoral dissertations and to serve on master's and doctoral committees. The term of initial appointment is for five years as are subsequent renewals. Level one members may apply for level two status when they believe their productivity warrants it.

These criteria apply to all College of Education applicants, including continuing and adjunct faculty and/or researchers, directors, graduate coordinators, directors, department heads, assistant and associate deans, and the Dean of the College. Faculty with approved administrative responsibilities are required to provide the same evidence of scholarly contributions as the faculty when applying for Graduate Faculty membership.

Level One Membership

Level One membership is awarded to applicants who have earned a terminal degree within the previous three years who demonstrate at least one scholarly activity from the list. Applicants applying for renewal and new applicants whose terminal degree was awarded more than three years previous must demonstrate at least three scholarly activities from the list below for Level One membership.

- Publications of book chapters in academic presses with an editorial board of outside readers.
- Articles in refereed journals associated with major professional organizations.
- Published book reviews in journals associated with major professional organizations.
- Scholarly report for K-12 national accrediting bodies (Ex., SREB, UCEA, etc.).
- Scholarly self-study for Higher Educational accrediting bodies (Ex., CAEP, CACREP, etc.).
- Membership on an editorial board of a journal associated with a major professional organization.
- Manuscript reviewer for a journal associated with a major professional organization.
- Invited academic addresses and presentations.
- Conducting professional continuing education seminars or workshops.
- Refereed presentations at state, regional, national or international conferences, including roundtable and poster sessions.
- Leadership role on interventions with local educational agencies where the interventions have evaluation components by which impact can be demonstrated.
- Successful proposal for internal or external grant of at least \$2,500.
- Membership on 4 Master's Capstone Committees during the period in question.

Level Two Membership

Level Two membership can be achieved via different paths each involving a consistent record of scholarly activities evidenced by 1) Two peer-reviewed publications in professional journals with impact factors, OR

2) Two publications in journals published by a major professional organization, OR 3) a book or monograph published by a scholarly or academic press, OR 4) at least four activities from the list below but with no more than two presentations counting and no more than one scholarly self-study counting, OR 5) A single, highly meritorious achievement such as funding of a National Science Foundation grant of \$1 million, a Fulbright Scholar grant.

- Book chapters in academic presses with an editorial board of outside readers.
- Articles in refereed journals including online journals.
- Membership on an editorial board of a journal associated with a major professional organization.
- Scholarly reviews in refereed journals.
- Published software programs.
- Submitting successful proposals for external grants funded from private or public agencies at the state, regional or national levels and totaling at least \$50,000.
- Presentations at regional, national or international conferences.
- Chair of at least 4 doctoral students to completion during the period in question.
- Scholarly self-study for higher educational accrediting bodies (ex., CAEP, CACREP, etc.)

UL Lafayette College of Engineering Graduate Faculty Criteria

The UL Lafayette College of Engineering requires that a faculty member must have appropriate credentials befitting to a faculty member that the UL Lafayette Engineering College Community would want him or her to serve as a good mentor to the next generation of graduate-degreed engineers. To accomplish this goal and realizing that differences in the expectations of mentoring MS versus PhD students exist within the field of Engineering and Technology Education, two levels of Graduate Faculty status are available to faculty: Level 1 (MS Level) and Level 2 (PhD Level).

Only actively employed tenured/tenure-track faculty may serve as sole major professor and/or committee chair. Professors of practice, instructors, and qualified research staff may be considered as sole major professor/committee chair if they are appropriately credentialed as Level 1 or 2 members of the graduate faculty; this allowance must be initiated by the individual's department head and will require approval of the department head and the College Peer Review Committee; such approval will be conveyed to the Graduate School by the department head and the Chairperson of the Peer Review Committee.

Faculty from the College of Science or adjunct faculty within the college who do not hold an engineering degree(s) cannot serve as sole major professor and/or committee chair for College of Engineering graduate students. They may serve as co-major professor/co-committee chair if appropriately credentialed as Level 1 or 2 members of the graduate faculty. This allowance must be initiated by the individual's department head and have approval of the department head and the College Peer Review Committee; such approval will be conveyed to the Graduate School by the department head and the Chairperson of the Peer Review Committee. Computer Science faculty, if appropriately credentialed as a member of the graduate faculty, may serve as major professor to EECE graduate students.

The criteria and rights for membership in the two levels are as follows:

Level 1: MS Level

Authority Provided – Appointment at Level 1 qualifies individuals to chair a MS graduate student committee and to serve on both MS and Ph.D. committees.

Credentials – An individual must hold a Ph.D. or a similar terminal degree within an appropriate field.

Level 2: PhD Level

Authority Provided – Appointment at Level 2 qualifies individuals to chair both Ph.D. and MS graduate student committees and to serve on both Ph.D. and MS committees.

Credentials – detailed below:

1. An individual must meet the membership criteria for Level 1 membership on the Graduate Faculty.

2. An individual must have published peer-reviewed publications within archival, professional journals at a minimum rate of at least two over a five year period from the date of application. Starting Fall 2018, the journals publishing the two papers should have a minimum impact factor 0.5.
3. New tenure-track/tenured faculty in the College of Engineering, including those who have received their terminal degree within three years of appointment at UL Lafayette, may be granted Level 2 status without meeting the above criteria. This status will be reviewed for renewal after five years from this original appointment.

Implementation of Policy

1. Applicant must complete the application by the appropriate deadline on the Graduate School website and upload the required shortened curriculum vitae, covering only the most recent five years (and any supplemental materials) according the University Guidelines for Graduate Faculty Membership.
2. Level 2 applications provided to the College for review that do not include supporting copies of publications will be returned to the Graduate School without College review.
3. Beginning in Fall 2018, proof of journal Impact Factor for each publication shall be required as supplemental materials to the application.
4. Each application will go through three independent and concurrent reviews by three entities within the college:
 - A. College Peer Review Committee
 - B. Department Head
 - C. Dean
5. The applications will be provided to the three college review entities by the Graduate School.
6. The Chairperson of the Peer Review Committee, the Department Head, and the Dean are responsible for submitting their independent recommendations, with narratives supporting those recommendations, for every application to the Dean of the Graduate School in a timely manner that is consistent with the deadlines established by the Graduate School.
7. The Chairperson of the Peer Review Committee and the Department Head will also submit a copy of their recommendations to the Dean. This copy will be used by the dean in his/her evaluation as more information.
8. The recommendations of the three college review entities will be provided to the Graduate School, which will forward through the remainder of the review process as stated in the University Guidelines for Graduate Faculty Membership.

Approved by Dr. James Henderson, Provost and Vice President for Academic Affairs, January 13, 2016.

Revised by the College of Engineering, Spring 2017

Revisions approved by Dr. David Danahar, Provost and Vice President for Academic Affairs, August 7, 2017.

College of Liberal Arts
Graduate Faculty Membership Criteria
Revised for Fall 2015

Applications for Graduate Faculty membership are submitted directly to the Graduate School through its website, which also details the University's policies on graduate faculty membership. Once submitted, applications are routed to and concurrently and independently reviewed by the department head, academic dean, and by the College's peer review committee, each of which makes a recommendation to the Graduate School, which makes a final determination.

The following criteria apply to all College of Liberal Arts applicants, including continuing and adjunct faculty and researchers, directors, graduate coordinators, department heads, associate deans and deans. Departments may, at their discretion, require higher numbers of scholarly or other professional activities at each membership level. These must be approved by the Dean, and noted in writing by the department head during the College-level review process so that the Graduate Council is also aware of them. In absence of specific numbers of activities required by a department, the following general criteria will apply.

For applicants who have received the terminal degree within three years preceding their application, an initial appointment at level two will typically be recommended (though they must follow the same application procedure). For other applications, the College of Liberal Arts will recognize achievements in the following categories:

Category A:

- Authoring peer reviewed books or monographs published by academic presses or presses with an editorial board and a referee process
- Authoring articles published in refereed journals, invited scholarly book chapters, or equivalent peer-reviewed publications; or where appropriate, writing or creating substantial artistic works that have been published or recognized by specialists in the field (e.g., film festivals, art shows)
- Editing substantial scholarly collections, anthologies or special journal issues

Category B:

- Authoring popular works, textbook chapters, textbooks, or published instructional software
- Authoring significant published reviews of scholarly works
- Authoring and delivering refereed presentations at international, national, or major regional conferences
- Authoring refereed abstracts or creating refereed posters presented at international, national, or major regional conferences
- Creating documentary, narrative, or experimental films
- Producing original plays, films, or videos
- Creating interpretive museum exhibits
- Giving Interviews, public talks, presentations or writings related specifically to the faculty member's expertise in the discipline

- Submitting successful proposals for grants funded by local, state, national, or international agencies
- Engaging in professional activities such as editing professional journals, peer-reviewing articles or books for an academic journal or press, and other indications of similar professional activities relevant to the applicant's academic discipline

Levels of Graduate Faculty Membership:

Level One: Qualifies individuals to serve on master's committees, direct master's theses, and serve on doctoral committees. Level One Graduate Faculty membership is granted to faculty members in the College of Liberal Arts who hold a terminal degree and are able to document examples of scholarly and/or professional engagement within the past five years with at least

One item in category A

or

Three items in category B

Level Two: Qualifies individuals to serve on both doctoral and master's committees and direct both doctoral dissertations and master's theses.

Level Two Graduate Faculty membership is typically granted to new faculty members in the College of Liberal Arts who have recently completed a terminal degree (within the previous three years) and apply. Thereafter, Level Two membership is granted to faculty applicants who hold a terminal degree and are able to document examples of scholarly and/or professional engagement within the past five years with at least

One authored peer-reviewed book or monograph published by an academic press or a press with an editorial board and a referee process

or

Two items in category A

or

One item in category A **and three** items in category B

Works that are in-press or forthcoming may be counted, but cannot be counted in two cycles (i.e., once as a forthcoming work, and again the next cycle as a published work).

College of Nursing and Allied Health Professions
Criteria for Appointment to Graduate Faculty Membership
Revised for Fall 2015

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels.

Recognizing that the nature of scholarly activities varies among academic disciplines and the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by specific criteria developed by each academic college and approved by the Provost and Vice President for Academic Affairs.

Appointments to the Graduate Faculty are made by the Graduate Council, in consultation with the academic colleges, in accordance with the following general considerations:

Level One:

Level One membership is available to individuals who hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. Holding Level One status qualifies individuals to direct master's theses and to serve on master's and doctoral committees.

Level Two:

Level Two membership qualifies individuals to direct both dissertations and theses and to serve on both master's and doctoral committees. The primary criterion for Level Two membership (from the Graduate School perspective) is a consistent record of scholarly activities evidenced by peer-reviewed publications in strong professional journals, conference proceedings, and other venues commonly recognized by the academic community.

Criteria for appointment to the Graduate Faculty
specific to the College of Nursing and Allied Health Professions:

Level One:

1. The candidate must hold a terminal degree in the appropriate discipline and must provide evidence of professional and/or scholarly engagement within the past five years in at least one of the following areas:
 - a. Publication in refereed or peer-reviewed journals and/or conference proceedings
 - b. Discipline-related presentations at regional/national/international meetings meetings/conferences/professional organizations and selected as part of a peer-reviewed process

- c. Engaging in professional activities such as actively participating or holding offices in professional organizations, participating on panels, editing professional journals, peer-reviewing articles or books for an academic journal or press, serving as a consultant, receiving awards or honors, and other indications of professional activities relevant to the applicant's academic discipline.

Level Two:

1. The candidate must hold a terminal degree in the appropriate discipline.
2. The candidate must provide evidence of at least three products in any of the three areas below within the previous 5-year period:
 - a. Publications (or in press) in refereed journals relevant to the discipline,
 - b. Published peer-reviewed books or book chapters relevant to the discipline and written for professional audiences
 - c. Significantly funded (greater than \$50,000) extramural research or program grants/proposals/contracts.

Additional Considerations and Specifications:

1. Research or scholarly contributions of new faculty, faculty with newly earned terminal degrees, and faculty with terminal degrees not on tenure track will be evaluated on an individual basis to determine whether the faculty member merits initial appointment at Level One or Level Two membership.
2. Graduate faculty membership is not required by the College of Nursing and Allied Health Professions to teach graduate courses at the master's degree level.
3. The above criteria apply to all College of Nursing and Allied Health Professions applicants, including continuing and adjunct faculty and/or researchers, directors, graduate coordinators, program directors, department heads, associate deans, and the Dean of the College. Faculty with approved administrative responsibilities are required to provide the same evidence of scholarly contributions as the faculty when applying for Graduate Faculty membership.
4. It is expected that graduate coordinators in the college meet or exceed expectations for Level Two Graduate Faculty membership and retains that Level Two membership throughout the term of appointment as graduate coordinator.
5. The College of Nursing and Allied Health Professions reserves the right to revoke graduate faculty membership to faculty members who may meet the criteria but who demonstrate poor mentoring skills, exhibit poor collegiality, demonstrate continued production of low quality theses and/or DNP Synthesis Projects and/or exhibit any other actions and/or activities detrimental to graduate students and/or the graduate program. The faculty member may lose Graduate Faculty membership by a majority vote of the

College Faculty Peer-Review Committee. The loss of Graduate Faculty membership must be ratified by both the Department Head and the Dean of the College.

- a. On the first loss of membership, the faculty member may reapply for Graduate Faculty membership after a two-year period during which the faculty member has not served on the graduate faculty.
 - b. After a second membership loss, the faculty member will undergo a five-year period of not serving on the graduate faculty.
 - c. Once a third membership loss has occurred, the faculty member will be permanently barred from applying for or serving on the graduate faculty.
 - d. The faculty member may appeal to the Graduate Council and to the Provost. If the Graduate Council votes to reinstate Graduate Faculty membership and the Provost ratifies the decision of the Graduate Council, the College will support the decision for reinstatement.
6. These policies shall be reviewed, at a minimum, every five years.

Approved by Dr. Carolyn Bruder, Interim Provost and VP Academic Affairs, March 13, 2012
Revisions Approved by Dr. James Henderson, Provost and VP Academic Affairs, September 1, 2015

Ray P. Authement College of Sciences
Criteria for Graduate Faculty Membership

Revised and Submitted for Approval: Fall 2015.
Approved by Dr. James Henderson, Provost and Vice President for Academic Affairs, January 12, 2016.

Applications for Graduate Faculty membership are submitted directly to the Graduate School through its website, which also details the University's policies on graduate faculty membership.

Two levels of graduate faculty membership are available at the University: Level I and Level II. Recognizing that the nature of scholarly activities varies among academic disciplines and the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by these criteria developed by the College of Sciences and approved by the Provost and Vice President for Academic Affairs.

The following criteria apply to all College of Sciences applicants: newly-hired and continuing regular faculty, adjunct faculty and researchers, directors, graduate coordinators, department heads and school directors, associate deans and deans. For newly-hired applicants from the College of Sciences, an initial appointment at Level II will typically be recommended for research-intensive appointments and, for teaching-intensive appointments, a Level I appointment will typically be recommended (although, in each case, applicants must complete the application procedure). For faculty members, affiliated researchers, or research scientists who are not permanent, continuing, and/or tenured/tenure-track faculty members, applications for membership at Level I or Level II shall be considered by the College of Sciences; however, such applications must be supported both by the department head/school director and the Dean of the College of Sciences.

**Criteria for appointment to the Graduate Faculty
 specific to the College of Sciences:**

Level I Criteria:

Level I membership qualifies individuals to direct master's theses and to serve as a member of master's and doctoral committees.

For newly-hired individuals (with a terminal degree that was earned three years ago or less) seeking an initial appointment: The applicant must hold a terminal degree in a related field.

For individuals seeking an initial appointment (with a terminal degree that was earned more than three years ago) or reappointment: In addition to holding a terminal degree in a related field, the applicant must demonstrate scholarship within the previous five years. Such scholarship may include peer-reviewed publications, and/or grant activity, and/or prior success in working with Master's and/or undergraduate student research.

Level II Criteria:

Level II membership qualifies individuals to direct dissertations and theses and to serve on master's and doctoral committees.

Individuals seeking Level II membership must meet the requirements for Level I membership. In addition, eligibility for Level II membership requires three or more publications in refereed scientific journals and/or conference proceedings/books in the previous five-year period.

If the above primary criterion regarding peer-reviewed publications is not met, then exceptional accomplishments in one or more of the following criteria may justify recommendation for a Level II appointment. These criteria are ranked in order of importance.

1. Peer reviewed research grants or contracts
2. Research patents
3. Published research monographs
4. Published graduate level textbooks
5. Presentations at national/international meetings
6. Editorial and referee services

Additional Department/School Criteria:

Departments within the College may, at their discretion, require additional evidence of scholarly or other professional activities for each membership level; these department criteria must be approved by the Dean of the College of Sciences and included as part of the college criteria. The following Departments have developed additional criteria dedicated to their unit. For such departments, it is the combined College and Department criteria detailed in this document that shall be used in the application review process.

Biology

Level I criteria:

Such applications will be evaluated using the criteria in place for the College.

Level II criteria must meet college requirements at a minimum:

In addition, the Department of Biology requires applicants for renewal of Level II appointments to have accomplished all of the following in the previous five years:

- A. Authored at least three publications in peer-reviewed journals (either in print or in press);
- B. Submitted at least one proposal for research funding or participation on at least one active grant, as either PI or co-PI (adjuncts outside of academia can present other evidence of research funding); and
- C. Served, as a member or chair, on at least one doctoral student advisory/dissertation committee in the department.

When making recommendations for renewal of Level-II appointments, the Departmental review committee and Department Head can use, at their discretion, exceptional accomplishments in publications or grantsmanship as justification for reappointment in cases of insufficient activity in one of the criteria. These criteria do not apply to new faculty or adjuncts making application for graduate faculty status for the first time; such applications will be evaluated using the criteria in place for the College.

Mathematics

Level I criteria:

For Level I membership, the Department of Mathematics requires a terminal degree in mathematical science (e.g., Mathematics, Applied Mathematics, Statistics, Biomathematics, etc.)

for initial appointments. Reappointments require evidence of scholarly activity as stipulated by the college requirements.

Level II criteria must meet college requirements at a minimum:

In addition, for Level II membership, the Department of Mathematics requires three or more peer-reviewed publications in the previous five years. At least two of the publications should be regular size (full-fledged) papers (not short notes) in well-established journals in the respective scientific field, and the rest should be published in outlets whose peer review process meets good standards.

The following equivalence system devised in the rubrics for the faculty evaluation in the Department of Mathematics will be used for counting purposes:

- Two refereed conference proceedings or book chapters count as one regular-sized, peer-reviewed journal article
- One article approximately 30 pages or longer in a quality journal counts as two regular-sized articles
- One article in a top-tier journal counts as two regular-sized articles
- Two short notes in top-tier journals count as one regular-sized article
- One book published with a major publisher counts as two peer-reviewed, regular-sized journal articles

Physics

Level I criteria:

Such applications will be evaluated using the criteria in place for the College.

Level II criteria must meet college requirements at a minimum:

In addition, for Level II membership, the Department of Physics requires as its *Primary criterion*: Three peer-reviewed publications in a five-year period with at least two published in strong professional journals (with impact index 1 or higher).

Secondary criteria (in the order of importance): If the primary criterion is not met (or only partially met), at least two of the following secondary criteria shall be required to qualify for, or to retain Level II membership:

1. Substantial (over \$30,000) new external funding generated in the previous five-year period
2. Invited professional book chapters published
3. Multiple conference presentations (at least three in the previous five-year period) and associated conference proceedings published
4. Evidence of active professional services.