

Graduate Faculty Appointment Criteria

College of Business Administration

General Policy

The following are policy statements/criteria for membership on the graduate faculty. Faculty members are encouraged to review the University of New Orleans Faculty Handbook and the Graduate Coordinators' Handbook for additional information.

Graduate Faculty status may be granted in one of two categories: Associate Graduate Faculty Membership or Full Graduate Faculty Membership. Colleges will determine the level of participation for faculty members on policy matters and voting rights. For recommending candidates for degrees, both Full and Associate Members have voting rights.

The majority of full graduate faculty members in the faculty member's Department must support the application of the faculty member for full or associate membership for all non-automatic graduate faculty status nominations. The Chair of the Department summarizes the applicant's credentials on the appropriate Graduate School form, specifically referring to the criteria stated in this policy, concurs or not with the majority of the graduate faculty voting (if applicable) and passes her/his recommendation on to the Dean of the College for her/his recommendation to the Graduate Dean who then recommends to the Chancellor.

Associate Membership

Associate members of the Graduate Faculty are recommended for terms of one, two, or three years. Associate members **may** serve as Chair of, or as a member of graduate thesis/dissertation committees as well as teach graduate-level courses based upon the criteria set forth below.

Requirements for Associate Membership

- Holds academic rank at UNO at the assistant professor level or above, either full-time or adjunct. The rank of instructor may be considered for limited duties such as serving as a committee member or teaching graduate level courses.
- Associate Graduate Faculty Status may be awarded for a period of up to three years. However, the period of award cannot be for a period longer than the Faculty member's term of contract.
- Specific duties allowed depend upon meeting the following respective criteria:

A. Criteria for serving as a Major Professor for Master/Doctoral Study

1. Newly Hired, Terminally Qualified Faculty

It is reasonable to assume that a newly hired, terminally qualified, tenure-track faculty would not be hired unless she/he possessed the requisite knowledge, record and/or potential for scholarly productivity necessary for associate graduate faculty status. Adjunct faculty will generally be handled on a case-by-case basis. If the tenure-track faculty member is hired without tenure, and is within the first four years of completion of her/his terminal degree, then College of Business

criteria is satisfied for associate status for teaching graduate level courses and other duties as determined by the Department chair, such as serving or chairing dissertation and/or thesis committees and serving as a Major Professor for Master/Doctoral Study. If the new hire is beyond the fourth year of receipt of the terminal degree and is hired without tenure, then the same criteria as for renewal of Associate Status beyond the fourth year apply.

2. Renewal of Associate Graduate Faculty Status for Non-tenured Faculty Beyond the Fourth Year of Receipt of the Terminal Degree

It is essential that terminally qualified untenured faculty on tenure track be encouraged to proceed with scholarly activity in a manner that is conducive to the awarding of tenure. To that end, College of Business criteria for associate graduate faculty status for tenure-track, non-tenure faculty beyond the fourth year must be consistent with departmental expectations for acceptable progress toward the granting of tenure. These include evidence of acceptable teaching quality based on student evaluations at the graduate level or a reasonable anticipation that the faculty member will receive acceptable teaching evaluations at the graduate level if she/he has not yet taught courses at that level. Additionally the faculty member must have demonstrated a level of scholarly activity or intellectual contribution during the previous period equal to the period being applied for to a maximum of three years consistent with departmental expectations for tenure. Examples of intellectual contributions include: publication in refereed journals; research monographs; scholarly books; chapters in scholarly books; papers or proceedings from scholarly meetings; papers presented at academic meetings; publicly available research working papers; papers presented at faculty seminar series; publication in professional journals, public/trade journals, and in-house journals; book reviews; professional presentations; papers presented at faculty workshops; textbooks; publications in pedagogical journals; cases and software; and publicly available materials describing the design and implementation of new courses.

At a minimum, beyond the fourth year, the faculty member must average at least one acceptance of scholarly work in an “A” or “B” level journal every year (articles published in the first four years will count toward this total) to satisfy College of Business criteria for associate graduate faculty status with all rights (teaching-only status will be discussed later). It is important to recognize that this minimum level of scholarly activity may not be sufficient for awarding of tenure when that decision is made, i.e., scholarly activity is only one of the criteria for the tenure decision. The tenure decision carries with it automatic full graduate faculty status while the decision prior to tenure is for associate graduate faculty status.

Requirements for serving as a major professor on dissertation/thesis committees must be consistent with the department’s minimum standards for satisfactory progression toward tenure and/or promotion. By the fifth year, it is expected that solid evidence of scholarly production in the form described in the department’s policies for tenure and promotion be demonstrated in order for associate graduate faculty status to be awarded.

3. Tenured Faculty

Tenured faculty not eligible or unwilling to apply for full graduate faculty status may apply for and be awarded associate graduate faculty status for specific rights, privileges and responsibilities. Associate graduate faculty status for teaching graduate level courses only may be awarded to any tenured faculty member who is recommended by the majority of the full

graduate faculty members in the department and processed forward in the same manner as renewal of full graduate faculty status applications.

Criteria for serving as a Thesis/Dissertation Committee Member

The criteria for serving as a thesis/dissertation committee are the same as those for teaching graduate level courses except that the faculty member must have, on average, at least one refereed scholarly publication acceptable to the department per year for each year of service since hire.

Criteria for Teaching Graduate Level Courses

1. Newly Hired, Terminally Qualified Faculty

It is reasonable to assume that a newly hired, terminally qualified, tenure-track faculty would not be hired unless she/he possessed the requisite knowledge, record and/or potential for scholarly productivity necessary for associate graduate faculty status. Adjunct faculty will generally be handled on a case-by-case basis. If the tenure-track faculty member is hired without tenure, and is within the first four years of completion of her/his terminal degree, then College of Business criteria is satisfied for associate status for teaching graduate level courses and other duties as determined by the Department chair, such as serving on dissertation and/or thesis committees. If the new hire is beyond the fourth year of receipt of the terminal degree and is hired without tenure, then the same criteria as for renewal of Associate Status beyond the fourth year apply.

2. Renewal of Associate Graduate Faculty Status for Non-tenured Faculty Beyond the Fourth Year of Receipt of the Terminal Degree

It is essential that terminally qualified untenured faculty on tenure track be encouraged to proceed with scholarly activity in a manner that is conducive to the awarding of tenure. To that end, the criteria for award of associate graduate faculty status for tenure-track, non-tenure faculty beyond the fourth year must be consistent with departmental expectations for acceptable progress toward the granting of tenure. These include evidence of acceptable teaching quality based on student evaluations at the graduate level or a reasonable anticipation that the faculty member will receive acceptable teaching evaluations at the graduate level if she/he has not yet taught courses at that level. Additionally the faculty member must have demonstrated a level of scholarly activity or intellectual contribution during the previous period equal to the period being applied for to a maximum of three years consistent with departmental expectations for tenure. Examples of intellectual contributions include: publication in refereed journals; research monographs; scholarly books; chapters in scholarly books; papers or proceedings from scholarly meetings; papers presented at academic meetings; publicly available research working papers; papers presented at faculty seminar series; publication in professional journals, public/trade journals, and in-house journals; book reviews; professional presentations; papers presented at faculty workshops; textbooks; publications in pedagogical journals; cases and software; publicly available materials describing the design and implementation of new courses.

Consistent activity by a faculty in one or more of the list above will constitute evidence of scholarly activity and will satisfy College of Business criteria for a faculty member to be eligible for “teaching only” graduate faculty status. The essence of this requirement is to demonstrate adequate maintenance of current knowledge in the areas in which the faculty member is to teach

at the graduate level. Significant latitude in the evidence that demonstrates this maintenance is afforded to the faculty member, though the burden of providing evidence remains with the faculty member.

Full Membership

Full members of the Graduate Faculty are recommended for six-year terms. Full members may serve as the Chair of, or as a member of graduate thesis/dissertation committees as well as teach advanced graduate-level courses.

Requirements for Full Membership

Full members are expected to be terminally qualified in the appropriate academic discipline, hold the rank of Associate or Full professor in the department requesting graduate faculty status, have indeterminate tenure with full-time appointments and meet the following specific criteria depending upon the circumstances of the appointment.

A. Initial Appointment as a Full Graduate Faculty Member

College of Business criteria for full graduate status is satisfied at the time an assistant professor is promoted to associate professor and tenured. The conference of promotion and tenure in the College of Business Administration presumes the faculty member has demonstrated the qualities necessary for appointment as a full member of the graduate faculty. For faculty who come into the University with tenure or who are hired at the rank of associate professor without tenure initially, the following criteria apply: in the past six years the faculty member must have had a minimum of six articles published in refereed journals at the “A” or “B” levels of the Department’s or College’s targeted journals list with three at the “A” level. A faculty member with one publication in an “A +” journal will be required to have a total of three articles in “A” or “B” journals in addition to the A+ article in the past six years.

B. Renewal of Full Graduate Faculty Status

Renewal of full membership requires that the faculty member demonstrate continued scholarly production during the previous six years. The minimum standards for reappointment as a full member of the graduate faculty are:

Publication of, or acceptance of, scholarly work in referred journals identified by the faculty as “A” or “B” level outlets during the previous six years. While it is expected that a minimum of one such publication per year on average in “A” or “B” journals be attained with at least three in the six-year period in “A” journals, reasonable arguments can be made (as in the case of the tenure decision) that publication in “A +” quality journals or publication of major scholarly, refereed books and / or monographs are to carry proportionally more weight than are other publications allowing for a decrease in the minimally acceptable quantity of publications. A faculty member who has had one or more “A +” quality journal article or publication of major scholarly, refereed book(s) and or monograph(s) in that past six years plus other evidence of scholarly activity (described below) will have met the minimum standards for reappointment. [Note: the purpose of this criterion is to encourage senior faculty to strive for the very best publication outlets. These outlets carry the most prestige and most weight in outside review of

graduate programs. They are also the most difficult to publish in; with over 95% rejection rates and long time lags in the publication process.)

It is also reasonable to substitute the award of and subsequent performance of research related grants and contracts for quantity measures of journal publication. It is clear that some qualitative assessment of the scholarly output of faculty is as important as the quantitative assessment. It is essential that faculty planning reports, faculty member input, and the chair's deliberation on these qualitative decisions be open, frank and supportable in order that fair decisions may be made.

Approved by the Graduate Council
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