

# **Graduate Faculty Appointment Criteria**

## **Department of Computer Science**

### **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.

Recommendations for appointment to the Graduate Faculty are made by the Department Chair after consultation with the Graduate Affairs Committee.

### **Associate Membership**

Associate members of the Graduate Faculty are recommended for terms of one, two, or three years.

The principal duties implied by Associate membership in the Graduate Faculty are: serving as thesis committee member, teaching junior/senior level courses which may be taken for graduate credit, and teaching graduate courses. With the recommendation of the Graduate Affairs Committee and the approval of the Chair, Associate members may supervise theses as major professor.

### **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.
- Meets the following respective criteria:

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

1. The candidate is a full-time, tenured (or tenure track) member of the faculty and has demonstrated success in teaching undergraduate and graduate level courses.
2. The candidate has demonstrated an active scholarly interest in Computer Science by the following or similar activities during the six-year period immediately preceding appointment or reappointment:
  - a) publication of scholarly research or review articles;
  - b) publication of textbooks or monographs appropriate for use in graduate instruction;
  - c) participation in professional meetings;
  - d) presentations at departmental seminars or at local and regional meetings;
  - e) participation in development of the graduate curriculum and of graduate courses;

- f) participation in the development of innovative software or hardware systems.

Specific evaluation of a faculty member's activity is the responsibility of the Chair in consultation with the Graduate Affairs Committee.

### **B. Criteria for serving as a Thesis/Dissertation Committee Member**

1. The candidate is a full-time, tenured (or tenure track) member of the faculty and has demonstrated success in teaching undergraduate and graduate level courses.
2. The candidate has demonstrated a commitment to professional development as evidenced by activities such as active participation in professional organizations, professional service, community service, participation on grants or contracts, attendance at professional meetings.

### **C. Criteria for Teaching Graduate Level Courses**

1. The candidate has demonstrated success in teaching undergraduate-level courses.
2. The candidate has demonstrated a degree of expertise in the particular subject area of the course(s) to be taught, by any or all of the scholarly activities listed in item C.2 below.

### **Full Membership**

Full members of the Graduate Faculty are recommended for six-year terms.

The principal duties implied by Full membership in the Graduate Faculty are: supervising thesis work as major professor, serving as thesis committee member, and teaching advanced graduate level courses.

### **Requirements for Full Membership**

- Holds a Ph.D. degree in Computer Science or a closely related discipline.
- Holds an academic rank at UNO of associate or full professor, with indeterminate tenure, and is full-time.
- Meets all of the criteria for Associate Members in Part A above as well as the following:
  1. The candidate has established an active research program. An active research program is generally demonstrated by the following criteria.
    - a. The candidate has published reviewed or refereed research articles aimed at an audience of professional peers. Regular publication over an extended period would normally be expected of a faculty member actively engaged in research.
    - b. The candidate has served in the capacity of a reviewer or referee of publications in recognized journals and scientific conferences.
    - c. The candidate is seeking external funding by submission of proposals for research grants or contracts, including proposals for projects that address improvement of pedagogy in the candidate's area of professional experience or the teaching facilities of the Department.

Specific evaluation of a faculty member's research program is the responsibility of the Chair in consultation with the Graduate Affairs Committee.

2. The candidate serves on thesis/dissertation committees on a regular basis.
3. The candidate has successfully directed theses or dissertations to completion.
4. The candidate has experience teaching graduate-level courses.

Approved by the Department of Computer Science Faculty on November 9, 2001. Corrected March 11, 2002.

Approved by the Graduate Council  
June 2002