

Graduate Faculty Appointment Criteria Department of Educational Leadership, Counseling, and Foundations

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. The department 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.

Associate Membership

Associate members of the Graduate Faculty are recommended for terms of one, two, or three years. Associate members can serve as Chair of, or as a member of graduate thesis/dissertation committees as well as teach graduate-level courses.

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 holds the highest degree appropriate to the field.
2. The candidate has published a minimum of three articles in national refereed professional journals in the past six-year period. Books, book chapters, monographs, or web based scholarly products may be considered in lieu of journal articles. The number of articles is pro-rated for faculty members who earned their terminal degrees less than six years ago.
3. The candidate has been actively engaged in one or more independent research projects for the immediate past six-year period as evidenced by research publications or externally funded grants or contracts.
4. The candidate has demonstrated a commitment to professional development as evidenced by attendance at an average of one or more state, regional, or national professional meetings per year during the past six years.

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

1. The candidate has demonstrated success in teaching university level courses.
2. The candidate has published a minimum of one article in national refereed

professional journal in the past six-year period. Books, book chapters, monographs, or web based scholarly products may be considered in lieu of journal articles. This requirement is waived for faculty members who earned their terminal degrees less than six years ago.

3. The candidate has demonstrated a commitment to professional development as evidenced by attendance at an average of one or more state, regional, or national professional meetings per year during the past six years.

C. Criteria for Teaching Graduate Level Courses:

1. The candidate holds the highest degree appropriate to the field.
2. The candidate has demonstrated success in teaching university level courses which is demonstrated by overall satisfactory student evaluations for university courses taught in the past. Additional evidence may be considered, including, but not limited to, the chair's observations, course syllabi, and course products. If the candidate has not had student evaluations conducted, then the candidate will have obtained other verifiable evidence of teaching effectiveness or will have demonstrated effective presentation skills at a state, regional, or national professional meeting.
3. The candidate has published a minimum of one article in a national refereed professional journal or has presented at a state, regional, or national professional meeting in the past six-year period. Books, book chapters, monographs, or web based scholarly products may be considered in lieu of journal articles. This requirement is waived for faculty members who earned their terminal degrees less than six years ago.
4. The candidate has demonstrated a commitment to professional development as evidenced by attendance at an average of one or more state, regional, or national professional meetings per year during the past six years.

Full Membership

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

- Holds a terminal degree appropriate to the academic 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 served on a minimum of three thesis/dissertation committees.
 2. The candidate has successfully directed a minimum of one thesis or dissertation to completion.

Approved by the Graduate Council
January 2002