

Graduate Faculty Appointment Criteria

Department of English

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.

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

Service as a major professor requires that faculty demonstrate evidence of professional activity, which must include activity in area 1 below, as well as activity in some combination of areas 2-4:

1. Publications (Quality of presses and places of publication will be considered in decisions about admission to membership on the Graduate Faculty)
 - a) publication of scholarly, creative, or pedagogical books
 - b) publication of research essays in peer—reviewed journals or of creative works in recognized publications
 - c) publication of book chapters
 - d) publication of review essays and articles
 - e) publication of invited essays or creative work
 - f) evidence that works in category a have been accepted for publication or are substantially in progress (the latter should be reviewed by the graduate faculty).

g) evidence that works in categories b - d have been accepted for publication

2. Professional Service

- a) regular participation in professional meetings
- b) oral presentation of creative works
- c) periodic presentation of University seminars reviewing current research/scholarly trends
- d) service in professional organizations
- e) service as a reader/reviewer/editor of manuscripts for scholarly/creative journals or university/commercial presses
- f) service as outside consultant for tenure/promotion reviews
- g) service as outside consultant on professional matters (curriculum review, accreditation, etc.)

3. Curricular Activity

- a) significant involvement in curriculum development
- b) outstanding record in teaching of 4000- and 6000-level courses
- c) outstanding record of service as thesis director and/or reader

4. Grants and Awards (Quality of grants and awards will be considered in decisions about admission to membership on the Graduate Faculty)

evidence of having received external funding evidence of having received awards

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

Normally, same as above in "A," but faculty with achievements in categories 2-4 will be considered for appointment as thesis committee members.

C. Criteria for Teaching Graduate Level Courses

Faculty with achievements in categories 2-4 will be considered for appointment to associate membership but will be restricted to the teaching of 4000-level courses.

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: professional activity (especially publications) is normally more extensive for full members.

Approved by the Graduate Council
January 2002