

Graduate Faculty Appointment Criteria

Department of Special Education and Habilitative Services

General Policy

The following are policy statements and 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. Policy matters and voting rights for membership are available to Full Faculty Members only. 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

In general, Associate Members must hold academic rank of Assistant Professor or above. However, individuals holding Instructor rank may be considered for limited duties (such as teaching).

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

- Hold terminal degree
- Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

- Student evaluations
 - Peer reviews/evaluations of course content/methodology
 - Curriculum developed/designed.

- Demonstrate a record of professional development as evidenced by, but not limited to, one or more of the following:

- Attendance at professional development conferences
 - Presentations at professional development conferences
 - Service rendered as a reviewer for journals/texts
 - Service rendered to and within relevant professional organizations

- Demonstrate a record of scholarly activity as evidenced by, but not limited to, one or more of the following:

- Articles published in refereed journals
- Chapters published in texts
- Monographs published
- Texts published
- Grants awarded
- Scholarly material published on the internet/world wide web
- Software developed
- Patents attained
- Conference presentations
- Final reports to contractors and grantors
- Products created for one's field
- Services rendered to one's field

- Demonstrate knowledge of current research theory and methodology as evidenced by, but not limited to, one or more of the following:

- Attendance at research theory/methodology sessions at seminars and conferences
- Presentations at research theory/methodology sessions at conferences
- Service on thesis/dissertation committees

- Have successfully served as thesis/dissertation committee member as evidenced by, but not limited to, one or more of the following:

- Student evaluations
- Peer evaluations

- Hold appointment as a full time faculty member at UNO

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

- Hold terminal degree
- Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

- Student evaluations
- Peer reviews/evaluations of course content/methodology
- Curriculum developed/designed

- Demonstrate a record of professional development as evidenced by, but not limited to, one or more of the following:

- Attendance at professional development conferences
- Presentations at professional development conferences

Service rendered as a reviewer for journals/texts
Service rendered to and within relevant professional organizations

- Demonstrate a record of scholarly activity as evidenced by, but not limited to, one or more of the following:

Articles published in refereed journals
Chapters published in relevant texts
Monographs published
Texts published
Grants awarded
Scholarly material published on the Internet/World Wide Web
Software developed
Patents attained
Conference presentations
Final reports to contractors and grantors
Products created for one's field
Services rendered to one's field

C. Criteria for Teaching Graduate Level Courses

- Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

Student evaluations
Peer reviews/evaluations of course content/methodology
Curriculum developed/designed.

- Demonstrate commitment to professional development as evidenced by, but not limited to, one or more of the following:

Attendance at professional development conferences
Presentations at professional development conferences
Service rendered as a reviewer for journals/texts
Service rendered to and within relevant professional organizations

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

In general, Full Members must meet all requirements of Associate Member plus:

- Hold academic rank of associate professor or above
- Hold terminal degree
- Hold tenure
- Hold appointment as a full time faculty member
- Be recommended by vote of current ESDP faculty holding full membership

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

- Hold terminal degree
- Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

Student evaluations
Peer reviews/evaluations of course content/methodology
Curriculum developed/designed.

- Demonstrate consistent engagement with professional development as evidenced by, but not limited to, one or more of the following:

Attendance at professional development conferences
Presentations at professional development conferences
Service rendered as a reviewer for journals/texts
Service rendered to and within relevant professional organizations

- Demonstrate a consistent record of scholarly activity as evidenced by, but not limited to, one or more of the following:

Articles published in refereed journals
Chapters published in relevant texts
Monographs published
Texts published
Grants awarded
Scholarly material published on the internet/world wide web
Software developed
Patents attained
Conference presentations
Final reports to contractors and grantors
Products created for one's field
Services rendered to one's field

- Demonstrate knowledge of current research theory and methodology as evidenced by, but not limited to, one or more of the following:

Attendance at research theory/methodology sessions at seminars and conferences
Presentations at research theory/methodology sessions at conferences

Service on thesis/dissertation committees

- Have successfully served as chairperson of thesis/dissertation committee as evidenced by, but not limited to, one or more of the following:

Student evaluations
Peer evaluations

- Hold appointment as a full time faculty member at UNO

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

- Hold terminal degree
- Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

Student evaluations
Peer reviews/evaluations of course content/methodology
Curriculum developed/designed

- Demonstrate a record of professional development as evidenced by, but not limited to, one or more of the following:

Attendance at professional development conferences
Presentations at professional development conferences
Service rendered as a reviewer for journals/texts
Service rendered to and within relevant professional organizations

- Demonstrate a record of scholarly activity as evidenced by, but not limited to, one or more of the following:

Articles published in refereed journals
Chapters published in relevant texts
Monographs published
Texts published
Grants awarded
Scholarly material published on the internet/world wide web
Software developed
Patents attained
Conference presentations
Final reports to contractors and grantors
Products created for one's field
Services rendered to one's field

C. Criteria for Teaching Graduate Level Courses

- Must hold terminal degree
- Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

Student evaluations

Peer reviews/evaluations of course content/methodology

Curriculum developed/designed.

- Demonstrate commitment to professional development as evidenced by, but not limited to, one or more of the following:

Attendance at professional development conferences

Presentations at professional development conferences

Service rendered as a reviewer for journals/texts

Service rendered to and within relevant professional organizations

Summary of Requirements

	Associate	Full
General	<ul style="list-style-type: none"> • hold academic rank of assistant professor or above, however instructor rank may be considered for limited duties (such as teaching). 	Meet all requirements of Associate Member plus: <ul style="list-style-type: none"> • hold academic rank of associate professor or above • hold terminal degree • hold tenure • hold appointment as a full time faculty member • be recommended by vote of current ESDP faculty holding full membership
Teach	<ul style="list-style-type: none"> • does not need to hold terminal degree to teach 4000 level courses • hold terminal degree to teach 6000 and higher level courses • demonstrate success with teaching graduate level courses • demonstrate commitment to professional development 	Same as Associate Member but must hold terminal degree
Member of committee	<ul style="list-style-type: none"> • hold terminal degree • demonstrate success with teaching graduate level courses • demonstrate a record of professional development • demonstrate a record of scholarly activity 	Same as Associate Member
Chair of committee	<ul style="list-style-type: none"> • hold terminal degree • demonstrate success with teaching graduate level courses • demonstrate a record of professional development • demonstrate a record of scholarly activity • demonstrate knowledge of current research theory and methodology • have successfully served as thesis/dissertation committee member • hold appointment as a full time faculty member at UNO 	Same as Associate Member plus: <ul style="list-style-type: none"> • demonstrate consistent engagement with professional development • demonstrate a consistent record of scholarly activity • have successfully served as chairperson of a thesis/dissertation committee

Summary of Appropriate Evidence

Demonstrate success with teaching graduate level courses as evidenced by, but not limited to, one or more of the following:

- Student evaluations
- Peer reviews and/or evaluations of course content and/or methodology
- Curriculum developed and/or designed.

Demonstrate knowledge of current research theory and methodology as evidenced by, but not limited to, one or more of the following:

- Attendance at research theory /methodology sessions at seminars and conferences
- Presentations at research theory /methodology sessions at conferences
- Service on thesis/dissertation committees

Demonstrate commitment to (record of/ engagement with) professional development as evidenced by, but not limited to, one or more of the following:

- Attendance at professional development conferences
- Presentations at professional development conferences
- Service rendered as a reviewer for journals/texts
- Service rendered to and within relevant professional organizations

Demonstrate a record of scholarly activity as evidenced by, but not limited to, one or more of the following:

- Articles published in refereed journals
- Chapters published in relevant texts
- Monographs published
- Texts published
- Grants awarded
- Scholarly material published on the internet/world wide web
- Software developed
- Patents attained
- Conference presentations
- Final reports to contractors and grantors
- Products created for one's field
- Services rendered to one's field

Function adequately as a committee member or chair as evidenced by, but not limited to, one or more of the following:

- Student evaluations
- Peer evaluations

Approved by the Graduate Council
January 2002