**Guidelines for Departmental and Program Graduate Faculty Qualification Standards**

**Department of Teacher Education**

Relevant passages from the Handbook are in roman type; issues that should be clarified in Departmental or Program Guidelines are in italics. Note that the Handbook sets a minimum expectation; programs may choose to exceed its standards.

**A. Regular Member**

**1. Qualifications**

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

*Indicate what an appropriate terminal degree is for your program.*

*Doctorate degree (e.g, Ph.D., Ed.D.)*

*What are appropriate disciplines or fields for the terminal degree?*

*Curriculum and Instruction, Elementary Education, Reading or Early Childhood Education are typical degree fields. Other degree fields strongly related to the subject area or faculty work assignment will be considered.*

*The Handbook allows for “unique experience, specialized training and professional competence” to substitute for a terminal degree in exceptional circumstances. Does your program wish to leave open the exceptional cases option? If so, what would constitute an exceptional situation and what are the unique experiences, specialized training and professional competence that would substitute for a terminal degree in your program? How often might exceptional circumstances legitimately be invoked?*

*Yes. An exceptional situation would include an advanced degree (e.g., Masters or Specialist) and substantial professional experience in the subject area being taught. Such a situation is not expected to happen except under truly exceptional circumstances.*

*Indicate what your program considers an “appropriate level of scholarly activity.”*

*A minimum of 6 total contributions over the 6 year appointment of which at least 3 must be publications or presentations in peer-reviewed outlets of significant professional stature as determined by the department based on the department PRT Document. Editorial/grant reviews, or funded research grants or service grants with an evaluation/research component may be included in the above minimum requirement of 6 total contributions.”*

**2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

In addition to scholarship, excellence in teaching, participation in professional organizations and service to the department is expected and will be measured by applicants meeting the minimum standard of 6 contributions in each of the areas of Teaching and Service over a 6 year period as based on the department PRT document.

*Does your program wish to use the Handbook’s six-year term, or would it prefer a shorter term?*

*6 year term.*

**3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

**B. Temporary Member**

**1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

**2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership**.** An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

*The maximum term for a Temporary Member of the Graduate Faculty to be approved to teach a specified course or courses is three years. Does your program wish to have a shorter term for Temporary Graduate Faculty status?*

*No.*

**3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.