

**The Department of English has chosen to use the Generic Version
of Grad Faculty Qualification Standards
Submitted on 08/21/2014**

Guidelines for Departmental and Program Graduate Faculty Qualification Standards

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.

Ph.D. or for the faculty in the College of Education, EdD.

What are appropriate disciplines or fields for the terminal degree?

The primary departmental discipline.

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?

This can only be effectively addressed in program specific documents.

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

In the six years since graduate faculty status was first acquired or renewed an active scholar will have done one of the following:

- 1) published as author, co-author, editor, or co-editor, a book with a recognized university press or other scholarly press**
- 2) published as first or sole author two articles in scholarly journals that are affiliated with a major scholarly or professional organization, a university press, or a recognized scholarly publisher (e.g. Taylor and Francis, Sage, Springer)**
- 3) published as first or sole author an article in a journal that satisfies the conditions in**

number 2 and a chapter in a book that satisfies the conditions in number 1

4) published as first or sole author either an article in a journal that meets the conditions in number 2 or a chapter in a book that meets the conditions in number 1 and two presentations to scholarly or professional conferences or meetings that are affiliated with recognized international, national, or state-level scholarly organizations or scholarly conferences sponsored by universities other than Arkansas State University.

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.

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

Six years

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?

Three years

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.