



GRADUATE FACULTY APPOINTMENT PROCEDURES

APPOINTMENTS TO THE GRADUATE SCHOOL

The Graduate School is responsible for many of the post-baccalaureate degrees awarded by Augusta University. The faculty is an integral part of carrying out this responsibility and is the catalyst to create an innovative and academic environment. Recommendations for faculty appointment to The Graduate School will be accepted only between September and May. Applications outside these dates will be considered at the discretion of the Dean of The Graduate School. New faculty must be working at their appointed campus prior to submitting a request to join the Graduate faculty.

I. Appointment Eligibility

An academic joint (or secondary) appointment in The Graduate School (TGS) is based on the qualifications of the faculty member in the area of education and training involving graduate studies. It is recognized that there must be both fundamental qualifications, as well as specific qualifications to be eligible for a faculty appointment.

Graduate faculty appointment will be linked to TGS graduate degree program(s) (graduate degree awarded through TGS). Initial graduate faculty rank will be the same as that of their primary appointment rank and it will follow the primary appointment rank for the duration of their TGS appointment. Faculty must be independent (salary determined by the department chair, dean or institute director and not dependent on another faculty member). Faculty who hold a AU academic appointment within a department, institute, or center whose graduate program's degrees are awarded by TGS are eligible for an appointment to the faculty of TGS at the rank commensurate with their academic unit rank.

Faculty affiliated with TGS degree program(s) that are not directly aligned with a department, institute or center may be eligible for graduate appointment. Eligibility will require evidence of official association (i.e. typically a memo from the Program Director stating the nature of the association) and documentation of significant effort and involvement with that graduate program.

Examples of significant effort would include, but are not limited to:

- serving as a Program Director for a graduate program administered by TGS
- serving as a primary mentor to graduate students in that program
- serving on graduate student committees for students in that program
- teaching or directing TGS courses for that program
- participating in TGS student research and scholarship efforts with students in that program
- curriculum or course development for that program

Faculty who hold an appointment in a clinical science academic unit without an appointment in a department, institute or center whose graduate degrees are awarded by TGS are not eligible for appointment to TGS.

II. Specific Qualifications

SPECIFIC QUALIFICATIONS AND CRITERIA FOR APPOINTMENT TO THE GRADUATE FACULTY:

1. **DEGREE:** An earned terminal degree, usually a doctorate, in a related field.
2. **SCHOLARLY ACTIVITY:** Evidence of *ongoing* scholarly activity in an area of graduate study. Scholarly activity may be demonstrated by scientific research, creative, or other activity, that are consistent with their program. These should include, but are not limited to exhibitions or performances, publications in professional journals, books, or monographs, or other forms of *refereed* creative accomplishments as is common in their discipline.
3. **PROFESSIONAL EXPERIENCE:** Approximately three years of effective teaching, professional practice, *or* research at the graduate and/or professional level **after** receiving the earned doctorate degree (or earned terminal degree, in some instances). It is recognized that postdoctoral research

and/or experience, when coupled with participation in graduate education programs (see #4 below), may serve toward this requirement.

4. **SERVICE:** Active planning and participation in the full spectrum of instructional, research and service activities of a department or unit authorized to offer a program of study leading to a graduate degree. This spectrum of activity includes teaching of graduate courses, attendance at and participation in departmental meetings, planning and directing programs of graduate students, and any other activity of the department relevant to graduate education.

III. Appointment Types

1. **Full Faculty:** Full graduate faculty members are defined as faculty members who have a full-time or part-time appointment within an academic unit at AU and are AU employees. Full faculty in TGS may mentor AU graduate students and may chair/co-chair or serve on graduate college committees, including students' Advisory Committees. The responsibility of the committee chair with a full appointment to TGS faculty (as well as the other members of the Advisory Committee) is to ensure that the student is properly educated according to the standards of Augusta University.
2. **Associate Faculty:** Associate faculty members are ordinarily new members of the AU faculty who have not held membership as graduate faculty at other institutions or who need additional time to develop the credentials necessary to qualify for Full membership (typically in Specific Qualifications 3 and/or 4 detailed above (Section II.)). Associate faculty members must spend a minimum of 1 year as an associate member before being eligible for Full membership. Associate faculty in TGS may (and are encouraged to) serve on graduate college committees, including thesis committees. To be considered for an Associate membership in TGS, the faculty member must meet Specific Qualifications 1, 2, and 4 listed in the previous section (II.). **To be considered for a Full faculty Appointment, Associate faculty members must reapply for Full membership after 1 year.**
3. **Adjunct Faculty:** Adjunct graduate faculty members are defined as faculty members who have non-paid appointments within another academic unit at AU (are not considered AU employees), but are actively involved in teaching, professional practice, and/or scholarly activity not associated with

patient care. Adjunct faculty in TGS may train AU graduate students and serve on graduate college committees. Adjunct faculty may co-chair an Advisory Committee. The other co-chair must have a primary appointment at AU and must be a full member of TGS faculty with an appointment in the same academic unit or an assignment to the same institute or center as the adjunct faculty co-chair.

Note: Graduate faculty appointment is *not* required to teach a graduate level course.

IV. Appointment Process

- All applications for appointment in TGS undergo an approval process that originates with the faculty member and his/her immediate supervisor (e.g. department chair, institute director, section chief, etc.). In order to be considered for an appointment, a faculty member must submit all required materials to his/her immediate supervisor. The initiating unit should prepare a **Graduate Faculty Appointment Recommendation Form**, available at: http://www.gru.edu/colleges/gradstudies/faculty_info/gradfacultyapptformv2.pdf
This form reflects the unit's review and approval of the recommended appointment according to its process for faculty actions.
- Endorsement and approval from the Dean of the college in which the faculty member has their primary appointment is required.
- Endorsement and approval from TGS graduate program director as well as the Dean of the academic college in which TGS program is housed is required (if different than above).
- A copy of the faculty member's curriculum vitae in an acceptable AU Promotion & Tenure format must be submitted with the Graduate Faculty Appointment Recommendation Form.

V. Appointment Recommendation and Justification

The Graduate Faculty Appointment Form should be completed with the inclusion of current academic rank and unit as well as the Institute and/or Center assignment and TGS graduate program affiliation. The section entitled "Recommendation/Justification Details" must be completed by the initiating unit and, when applicable, both the Academic Unit Chair and the

Director of the Institute/Center must sign in agreement. Since percent effort, quality and quantity associated with research, teaching, and effort specifically associated with the graduate program varies by unit, **the Chair/Director** (immediate supervisor) must provide a personal assessment of scholarly activity as it relates to the expectations of the discipline (where appropriate), as well as research/professional practice competency and teaching competency with an emphasis on the experience of the candidate that is pertinent to graduate education, but which may not be apparent from the standard curriculum vitae.

1. Teaching experience and/or similar professional practice at the graduate level must be specifically documented in detail in the application for graduate faculty appointment. If graduate teaching experience and/or similar professional practice is not specifically detailed in the curriculum vitae, an addendum of all previous graduate teaching activities and/or similar professional practices must be appended to the standard CV.
2. The Dean will forward the credentials (Form and CV) of each candidate to the members of the Graduate Council Graduate Faculty Appointment Review Sub-Committee at least ten (10) days prior to the next regularly scheduled, monthly meeting of the Graduate Council. The Sub-Committee will review the credentials of each candidate. The Chair of the Sub-Committee will present the recommendation(s) at the next meeting of the Graduate Council, and the full Graduate Council will vote on that recommendation.
3. The Dean of TGS will accept or reject the Graduate Council's recommendation of each candidate. In a case in which a candidate is recommended for appointment, the Dean will sign the Appointment Form and process to Faculty Affairs. If the Dean rejects the Council's recommendation, the Dean will detail the reason(s) for that decision at the next Graduate Council meeting.
4. Following submission to Faculty Affairs, the originating college/department/center/institute will be notified by the Dean of TGS's decision and if approved, the originating college/department/center/institute will be responsible for initiating an ePAR reflecting the appointment and route it according to HR policies. Following approval, the Dean of TGS will communicate the decision of the Council to the candidate by letter. In cases in which appointment to TGS was not recommended, the Dean of TGS will inform the candidate as well as their primary and secondary units of such

action and will communicate to the individual means of strengthening his or her application for future graduate faculty appointment.

VI. *Maintaining Graduate Faculty Appointment*

1. Graduate Faculty appointments will be reviewed on a 5-6 year cycle. To retain appointment in TGS, a Graduate Faculty member must demonstrate consistent and sustained commitment and engagement with TGS over a minimum of 3 of the 5 years covered in the review period. The review of faculty effort in TGS will be made by the Faculty Appointment subcommittee, who will present their recommendation to the Dean of TGS. The Dean will make the final determination. Commitment and engagement can include, but are not limited to:
 - Serving as a Graduate Program Director or Administrator (including department chair), or its equivalent.
 - Serving as a primary mentor to a graduate student
 - Serving on graduate student committees
 - Participating in official TGS activities (i.e. Graduate Research Day judge, STAR workshops, professional development efforts, etc.)
 - Teaching or directing TGS courses
 - Serving on the Graduate Council
 - Frequent TGS volunteer efforts
 - Significant TGS recruitment and admissions activities
 - TGS representative on University committees
 - Significant participation in TGS student research and scholarship efforts
 - Graduate program or course development
 - Faculty advisor (or equivalent) to graduate student groups and organizations

2. Following review, the Dean of TGS will communicate the decision of the Graduate Council to the faculty member, their Dean, Department Chair (or equivalent), and Program Director. If the appointment was terminated, the reason for termination will be included in the communication.

3. Re-Appointment Procedure

Faculty who have had their Graduate Faculty appointment terminated may reapply for appointment a minimum of one year from the time their previous appointment was terminated. Application for reappointment will require the same level of commitment and engagement with TGS as was required at the time of appointment review. This one year minimum time frame represents an understanding that in some instances the original appointment may have been terminated for only partial fulfillment of the requirements which could be rectified in the one year interim period.

To apply for reappointment, the faculty member must submit the appropriate form, listing what additional commitment and engagement with TGS has been completed, and how that additional commitment and engagement fulfills the requirements described above (Section VI.1.). This form must be signed by the applicant, their Dean, Department Chair (or equivalent), and the Program director of the graduate program they are affiliated with. This form will be reviewed and put forth for consideration by the same procedure used for initial Graduate Faculty appointment. Following review, the Dean of TGS will communicate the decision of the Graduate Council to the faculty member, their Dean, Department Chair (or equivalent), and Program Director. If reappointment is not approved, the reason will be included in the communication.