

# DEPARTMENT OF AGRICULTURE GRADUATE FACULTY MEMBERSHIP PROCEDURES AND CRITERIA 1997

Overall Membership Philosophy: All qualified faculty are encouraged to seek Graduate Faculty status. Every effort will be made to mentor faculty in advance of the application process regarding the criteria under which they will be evaluated. New faculty coming from other institutions with graduate faculty experience can include recent experience in meeting the criteria for membership.

## PROCEDURES

1. The Department Chair shall inform faculty of the application process at the beginning of each Fall semester.
2. New tenure track faculty are automatically eligible for consideration for membership on the graduate faculty.
3. In order to be considered for Graduate Faculty membership the applicant shall submit a cover letter of application with an updated DFSC vita (using the CAST format for promotion and tenure) by FEBRUARY 1st.
4. The Department Chair will make available the applications and vitae to all Departmental Graduate Faculty Members for review by February 14. The faculty will vote by ballot on each applicant. The choice will be between YES (to recommend the candidate as a Graduate Faculty Member) or NO (to not recommend the candidate as a Graduate Faculty Member). When NO is selected, it is required that the dissenting member provide a rationale.
5. The Department Chair will forward to the Graduate School the selection of graduate faculty members by March 1st.

## **APPEAL OF GRADUATE FACULTY MEMBERSHIP COMMITTEE DECISIONS:**

In the instance of denial of Graduate Faculty Membership, the Department Chair will provide, in writing to the applicant, information concerning the criteria not met. Any person denied membership has the right to appeal to the Membership of the Whole for reconsideration within 5 working days of receiving the decision. The meeting will be called by the Chair. All Graduate Faculty Members and the applicant will be notified. The applicant will present his/her rationale for the appeal. Following the presentation, ballots will be reissued to graduate Faculty for a vote. This ballot will constitute the final determination for acceptance or non-acceptance.

## CRITERIA FOR MEMBERSHIP

1. Adequate education or training, including a Ph.D., in an agriculture discipline or related field.

### 2. Scholarly Activity

The faculty member should actively participate in research as evidenced by a record of scholarly activity. Items for consideration under these criteria include:

- a) Refereed research publications
- b) Refereed research presentations at national and international meetings.
- c) Grant writing
- d) Writing or contributing to textbooks.

### 3. Teaching Ability

The faculty member should receive merit or higher evaluations of teaching as determined by the DFSC process. Teaching awards, publications about teaching techniques, and the acquisition of funding for teaching improvement will also be considered evidence of effective teaching at the graduate level.

### 4. Experience in guiding graduate research and scholarly activity

The faculty member should be actively engaged in his/her own research and/or scholarly activity. They should show willingness to work individually with students on thesis research, independent studies, special and/or honors projects.

### 5. Recognition by Other Professionals

The faculty member should participate in professional organizations related to his/her field of expertise. Selection to be an officer and/or committee member of a professional organization shows evidence of recognition as does the receipt of teaching and research awards from peers both on campus and externally. Selection as a reviewer for scholarly journals within the faculty member's area of expertise is also considered important recognition from peers. Other evidence of recognition could include: reviewing a textbook, paper submitted for publication, reviewing ASPT documents for peers at other institutions, and serving as a member of a thesis committee.