

DEPARTMENT PROCEDURES FOR GRADUATE FACULTY MEMBERSHIP

Procedures:

1. By October 1, the Department chairperson shall meet with any eligible faculty member and notify him or her of the procedure and criteria regarding membership to the Department graduate faculty.
2. By October 20, the eligible member will complete the necessary documents to demonstrate how he or she meets the criteria specified by the Department, and submit the information to the DFSC- The DFSC will disseminate the information to all members of the Department graduate faculty.
3. By November 1, each member of the graduate faculty will be individually polled and asked the following question:

Based upon Department criteria, should (Name) be admitted to the graduate faculty within the Department of Biological Sciences?

_____ Yes

_____ No

If no, please explain (This information will be made available to the candidate in order to provide guidance for further professional development)

The results of the polling will be compiled by the DFSC and reported to the faculty. For each nominee, the majority of votes cast must be "Yes votes" in order for a nomination to be forwarded to the Graduate School.

The explanation for any negative votes will be compiled and reviewed by the DFSC and the affected faculty member on an individual basis.

4. By December 1, the affected faculty member may appeal the decision of the Department to the DFSC. Any change in the original decision will be communicated to the Department graduate faculty.
5. By March 1, the Department chairperson will submit to the Graduate School a list of continuing members and newly recommended members of the graduate faculty, as required by the Revised Bylaws of the Graduate School.
6. Between April 1 and October 1, annually, the Chairperson, with the advice and consent of the Department graduate faculty, may revise the criteria or procedures for membership for the following year.

Criteria for Membership: To be recommended for full membership, a nominee must have:

1. A Ph.D. in Biological Sciences or equivalent degree.
2. A publication record commensurate with a person's academic experience.
3. Demonstrated that he/she has the professional expertise required to guide graduate students in research for a thesis or dissertation.

In addition, it must be clear that the Department is committed to developing and offering one or more graduate-level courses that could be presented by the nominee (although having already taught a graduate-level course is not a prerequisite).