

## **GRADUATE FACULTY MEMBERSHIP**

**Department/School: Criminal Justice Sciences**

**Date: September 11, 2002**

### **CRITERIA FOR ASSOCIATE MEMBER STATUS**

Faculty must:

- Possess adequate training or education including the terminal degree in the field

### **RIGHTS AND RESPONSIBILITIES OF ASSOCIATE MEMBERS**

Associate members of the graduate faculty shall be entitled to:

- Teach graduate courses
- Serve on thesis/dissertation committees
- Co-chair a thesis committee with a full member of the graduate faculty upon approval of chair/director

### **CRITERIA FOR FULL MEMBER STATUS**

Faculty should have:

- Adequate training or education including terminal qualifications in the field
- Active participation in research including significant publications in the field and/or
- Significant contributions to the applied and creative arts in the candidate's field
- Evidence of effective teaching at the graduate level
- Ability to supervise master's theses and doctoral dissertations
- Activities which are recognized or commended by professional organizations in the candidate's field

### **RIGHTS AND RESPONSIBILITIES OF FULL MEMBERS**

Full members of the graduate faculty shall be entitled to:

- Teach graduate courses
- Serve on thesis/dissertation committees
- Chair thesis and dissertation committees
- Vote in the deliberations of the Graduate Faculty
- Serve as a member of the Graduate Council or a committee of the Council.

### **DEPARTMENT PROCEDURES FOR NOMINATIONS UPON HIRE**

- Determination of graduate faculty status will be made at the time of hire by the Chairperson in consultation with Full members of the Graduate Faculty;
- The candidate's application along with a curriculum vita will be forwarded to the Graduate Council Membership Committee at the Graduate School. This form requires the signature of the Dean, College of Applied Science and Technology.

### **EXISTING AND CURRENT FACULTY**

- Upon meeting Associate or Full membership criteria, the candidate will complete the appropriate application, include a copy of the curriculum vita and submit to the Department Chairperson. Following consultation with the Full members of the graduate faculty, the application will be forwarded to the Dean, College of Applied Science and Technology;
- The completed materials will be forwarded to the Graduate Council Membership Committee for review. Submissions may be forwarded by the fall date (November 1) or the spring date (March 1) or other dates set by the Graduate Council Membership Committee.

## **GRADUATE FACULTY MEMBERSHIP**

### **PERIODIC REVIEW**

- The performance of each associate and full member of the graduate faculty shall be periodically reviewed by the Chairperson and the Department Faculty Status Committee to ascertain the faculty member's level of involvement and participation in graduate program activities, including but not limited to teaching graduate courses or courses enrolling graduate students, new course development (as needed) or modification of existing courses, membership and leadership roles on thesis committees and supervision of independent studies;
- Faculty whose participation and involvement in the graduate program has been determined substandard will be so advised with expected improvement in performance;
- Faculty whose performance and participation continues to be substandard may upon majority vote of the full members of the graduate faculty have their status revoked. Faculty whose status is revoked may petition the graduate faculty during the next review cycle (November 1 or March 1).

### **EFFECTIVE DATE**

The effective date of this document shall be September 15, 2002. These criteria and procedures shall be reviewed and approved annually by the full members of the Criminal Justice Sciences graduate faculty.

### **DEPARTMENT/SCHOOL PROCEDURES FOR NOMINATIONS**

#### **FINAL STEP**

Department Chair/School Director submit nomination to the Graduate School after checking that nominee meets all Illinois State University criteria as well as any additional department/school criteria. Submission may be **either** upon hire or by yearly fall/spring dates (November 1/March 1) as determined by the Graduate Council Membership Committee.

Use the correct form for each nominee and attach their vita.

Upon Hire Form: [www.grad.ilstu.edu/faculty](http://www.grad.ilstu.edu/faculty)

Current Faculty Form: [www.grad.ilstu.edu/faculty](http://www.grad.ilstu.edu/faculty)