

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
ILLINOIS STATE UNIVERSITY

GUIDELINES FOR AWARDING
MEMBERSHIP ON GRADUATE FACULTY

Procedures

It is the responsibility of the Coordinator of Graduate Studies in the Department of Family and Consumer Sciences to develop the guidelines and criteria for membership on the graduate faculty. Draft copies of the procedures and criteria should be sent to all graduate faculty members in the department at least one month before the guidelines are submitted to the Graduate College. Each current graduate faculty member, including ad-hoc, associate and full members, must be given the opportunity to review the guidelines. The department graduate faculty will then meet to discuss the criteria and come to consensus on what the final document will include. A final vote to accept the recommended guidelines will be held, and a necessary one-half majority must be secured to accept the final guidelines and criteria.

The department chairperson, in consultation with the department coordinator of graduate studies, will determine when a faculty member shall apply for graduate faculty status. The department chairperson will inform the faculty member, in writing, by November 1, that an evaluation for membership on the graduate faculty is forthcoming, and will also send them a listing of the current criteria that will be used to assess their performance. The faculty member must submit any materials to give evidence of their ability to be a graduate faculty member to the department chairperson by the regular deadlines for DFSC materials to be submitted for the ASPT process. These materials may be a vita and/or a reference sheet highlighting accomplishments and indicating specific documents to review in a tenure or promotion file submitted to the DFSC.

The review panel for graduate faculty membership will consist of the Department Chairperson, the Graduate Coordinator and one additional graduate faculty member. This panel will review the materials submitted for graduate faculty membership and will inform the faculty member on their decision by February 1. The faculty member then has two weeks (ten working days) to appeal the decision. Should the faculty member want to appeal, a hearing of the appeal before the entire department graduate faculty will be scheduled. At the end of the hearing, the department graduate faculty will be asked to vote on a recommendation for the graduate faculty status of the faculty member making the appeal. A two thirds majority vote is necessary to override the original decision of the review panel. A final recommendation on the graduate faculty status of an individual faculty member will be sent to the graduate school by the following March 1.