

**Department of Sociology - Anthropology
Graduate Faculty Membership**

Procedures

- A. Process to Develop Criteria - The Graduate Director and the Chairperson reviewed present criteria, criteria of other departments, and the guidelines of the Graduate School. A set of procedures and criteria were presented to a meeting of the graduate faculty, suggestions for changes were received, and a vote was held.
- B. The recommended process and criteria for graduate faculty membership will be conveyed by the Graduate Director to the faculty for approval by October 1 each year.
- C. The faculty may suggest changes or modifications annually.
- D. Annually, by October 7th, faculty, not already members, may request of the Graduate Director that they be considered for graduate faculty membership. Also, any faculty member may nominate any other faculty member for graduate faculty membership by October 7. By October 15, the Graduate Director will submit a list of faculty (with current Vita) to be considered for Graduate Faculty Membership to the graduate faculty of the department. A vote of the graduate faculty shall then be held within a week.
- E. Appeal Process - Any faculty member not approved for graduate faculty membership may, within 5 days of the negative decision, submit a written appeal to the Chairperson, showing how he or she meets the criteria for membership in the graduate faculty. The Chairperson and the DFSC will evaluate the appeal and inform the faculty member of the results within 10 days of the appeal.

Criteria for Graduate Faculty Membership

- A. Ph. D.
- B. Active research participation such as- publication of books and /or refereed journal articles, presentation at major professional meetings, and receipt of research grants.
- C. Evidence of effective teaching at the graduate level such as syllabi, student and/or peer review, submission of a teaching portfolio etc.
- D. Ability and/or experience in supervision of master's theses.
- E. New faculty members who held graduate faculty status at another University will be granted Graduate Faculty Status at Illinois State University.