

English Department Graduate Faculty Membership Criteria

The College of Graduate Studies has approved two levels of graduate faculty membership: Teaching Graduate Faculty and Full Graduate Faculty. The departmental requirements for each are outlined below.

Teaching Graduate Faculty Membership

The tenure-track or tenured applicant must

- complete and submit an **application form**.
- provide a **recommendation letter** from the department chair which describes graduate teaching expertise. If the applicant has not previously taught graduate courses the letter must specifically address instructional expertise in the areas of anticipated instruction.
- submit a **curriculum vitae** showing relevant experience/activities.

Examples of relevant experience/activities include teaching graduate courses, service on the Graduate Committee or Graduate Admissions Committee, writing and evaluation of Preliminary Examinations, evaluation of submissions for the William R. Wolfe Graduate Writing Award, service as the EGSO Faculty Sponsor, direction of Research Assistants, direction of Ph.D. Mentored Teaching Assistants, and previous direction of graduate portfolios, theses, and dissertations.

These materials must be submitted to the Director of Graduate Studies, Department Chair, and CGS via **attachment** in the application form.

Faculty with Teaching Membership may apply for Full Membership once they meet the criteria.

Teaching Graduate Faculty are eligible to teach 5000/6000/7000 level graduate courses, including dual-listed UG/GR courses and Directed Reading and Research courses. Teaching Graduate Faculty may also serve as readers on portfolio, thesis, and dissertation committees, readers for the William R. Wolfe Graduate Writing Award, service on the Graduate Committee and/or Graduate Admissions Committee, and as examiners for the Ph.D. Preliminary Examinations.

Full Graduate Faculty Membership

The tenure-track or tenured applicant must

- have published a scholarly or creative **book** requiring independent review; and/or
- have published at least **two articles** in a peer-reviewed academic journal or chapters or creative entries in edited collections requiring independent review; and
- have presented scholarly papers at **two academic conferences** (at least one must be a national or international academic conference); and
- submit a **brief description** of short-term and long-term research goals (less than 500 words).

Applicants will need to submit **evidence** of Research, Creative, or other Scholarly Activities to the Director of Graduate Studies, Department Chair, and CGS via **attachment** in the application form. **Examples** of required documentation include the first page of an article, title page of a book, printed program or review of a performance, proceedings from academic meetings showing date and citation.

In all cases, the burden of evidence rests upon the applicant to prove the rigor and peer-reviewed status of the scholarly and creative publications and activities.

Fulfillment of the criteria and approval will qualify the applicant for teaching 5000/6000/7000 level graduate courses, including dual-listed UG/GR courses as well as directing graduate portfolios, theses, and dissertations, serving as a reader for graduate portfolios, theses, and dissertations, serving as readers for the William R. Wolfe Graduate Writing Award, service on the Graduate Committee and/or Graduate Admissions Committee, and as examiners for Ph.D. Preliminary Examinations.

Renewal of Graduate Faculty Status

Renewal of Teaching Graduate Faculty Membership (every five years)

Renewal applications follow the same procedure as the initial application and should demonstrate that the faculty member has distinguished her/himself in the area of graduate teaching.

The graduate faculty member must

- complete and submit an **application form**.
- provide a **recommendation letter** from the department chair which describes graduate teaching expertise. The letter must specifically address instructional expertise in the areas of anticipated instruction.
- submit a **curriculum vitae** showing relevant experience/activities.

Examples of relevant experience/activities include teaching graduate courses, service on the Graduate Committee or Graduate Admissions Committee, writing and evaluation of Preliminary Examinations, evaluation of submissions for the William R. Wolfe Graduate Writing Award, service as the EGSO Faculty Sponsor, direction of Research Assistants, direction of Ph.D. Mentored Teaching Assistants, and participation on graduate portfolio, thesis, and dissertation committees.

These materials must be submitted to the Director of Graduate Studies, Department Chair, and CGS via **attachment** in the application form.

Renewal of Full Graduate Faculty Membership (every five years)

Renewal applications follow the same procedure as the initial application and should demonstrate that the faculty member has distinguished her/himself in the following areas within the past five years:

- research and/or creative activity
- portfolio, thesis, and/or dissertation direction
- teaching graduate courses
- and service to the graduate program.

The full graduate faculty member must

- fulfill the criteria for initial membership described above within the past five years (this includes providing evidence of Research, Creative, and Scholarly Activities) and
- provide evidence of active and ongoing service to the English Graduate Program, demonstrated by any of the following:
 - teaching graduate courses
 - directing or reading graduate theses and/or dissertations
 - writing and evaluation of Preliminary examinations
 - serving on the Graduate Committee
 - graduate curriculum development
 - graduate teaching supervision
 - evaluating for the William Wolfe Graduate Writing Award
 - formal mentoring of graduate students

Renewal applicants will need to submit an **application form**, a **curriculum vitae** that shows service to the Graduate program, and **evidence** of Research, Creative, or other Scholarly Activities to the Director of Graduate Studies, Department Chair, and CGS via **attachment** in the application form to the Director of Graduate Studies, Department Chair, and CGS. **Examples** of required documentation for Research, Creative, or other Scholarly Activities include the first page of an article, title page of a book, printed program or review of a performance, proceedings from academic meetings showing date and citation.

Review and Approval Process

Once required materials are submitted, the process will include review by the following committees and individuals:

- Director of Graduate Studies
- English Department Chair
- Graduate Council
- Dean of the College of Graduate Studies