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GRADUATE SCHOOL

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University of Maine
College of Education and Human Development
Graduate Faculty Appointment Criteria

Approved: GAC 4/4/17

Appointment to the Graduate Faculty in the College of Education and Human Development (COEHD) is governed by the rules set forth under Article III of the Graduate School Constitution and by the guidelines outlined below.

Categories of membership and criteria:

Full Graduate Faculty

- 1) A continuing appointment as a faculty member in the COEHD.
- 2) A doctoral degree in Education, Human Development, or closely related field.
- 3) A successful record of teaching graduate coursework as evidenced by mean scores of 3.0 or higher on at least four out of five of questions (1, 3, 7, 10, and 15) on university course evaluations.
- 4) Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years, as well as a minimum of three refereed presentations at regional, national or international conferences during the past five years.
- 5) Newly appointed faculty may be appointed to the Full Graduate Faculty for a five-year term, until the tenure decision, or until they leave the University.

Associate Graduate Faculty

- 1) A faculty appointment in the COEHD and significant qualifications for graduate instruction in the COEHD, but does not meet all the criteria for appointment as Full Graduate Faculty.
- 2) A graduate degree, as well as, commensurate professional experience, knowledge, and skills appropriate to the faculty member's discipline. Faculty must hold a doctoral degree to serve on doctoral committees unless approved by the unit graduate committee and the Graduate School.
- 3) A record of successful graduate teaching as evidenced by mean scores of 3.0 or higher on at least four out of five of questions (1, 3, 7, 10, and 15) on university course evaluations. Newly appointed non-tenure track faculty member that has relevant professional experience that would be valuable as an instructor or committee member.
- 4) Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years, or a minimum of three refereed presentations at regional, national or international conferences during the past five years.
- 5) Newly appointed non-tenure track faculty may be appointed as an associate member of the Graduate Faculty for up to a five year term, dependent on the length of his or her contract.

External Graduate Faculty

- 1) Does not hold an appointment at the University of Maine.
- 2) Holds a graduate degree appropriate to the discipline.
- 3) Has a record of successful graduate teaching during the past five years, or relevant professional experience that would be valuable as an instructor or committee member.

- 4) Meets one or more of the following-
 - a. Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years,
 - b. a minimum of three refereed presentations at regional, national or international conferences during the past five years, or
 - c. evidence that s/he is an eminent practitioner in the appropriate discipline.

Graduate Instructors

- 1) Holds a graduate degree appropriate to the discipline and contract to teach on a part-time basis.
- 2) Has demonstrated expertise through publication (minimum of one), professional conference or in-service presentations (minimum of one), or evidence that s/he is an eminent practitioner in the appropriate discipline during the past five years.
- 3) Has a record of successful graduate teaching during the past five years, or relevant professional experience that would be valuable as an instructor or committee member.

Emeritus Graduate Faculty

- 1) University of Maine faculty members that have retired and been appointed as Emeritus Faculty and held Full Graduate Faculty status prior to retirement.
- 2) Has a record of successful engagement in graduate education as an instructor or as member of one or more graduate committees of the preceding five years.
- 3) Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years, or a minimum of three refereed presentations at regional, national or international conferences during the past five years.

Ex officio Members.

- 1) The CAO of the Graduate School may appoint appropriate persons holding administrative positions as *ex officio* Graduate Faculty members.
 - 2) The Graduate School's administrative leadership and all department chairpersons and graduate coordinators shall be *ex officio* members unless holding a different category of graduate faculty appointment.
 - 3) Individuals appointed as *ex officio* members normally do not serve on graduate committees.
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