

RECORD OF QUALIFICATIONS FOR APPOINTMENT OR REAPPOINTMENT
TO THE UNIVERSITY OF MAINE GRADUATE FACULTY
Department of Communication and Journalism

Criteria for Re/appointment to Graduate Faculty: The Department of Communication and Journalism expects all candidates for Graduate Faculty at the University of Maine to meet the criteria specified in Article III of the Graduate School Constitution. Applications to become graduate faculty or to change graduate faculty status should include a CV and a cover letter justifying the status requested according to the criteria below. An Assistant Professor is appointed as Full Graduate Faculty during her or his probationary period. In addition, at the time of re/appointment the candidate must also satisfy the following conditions:

Full Graduate Faculty: Newly hired tenure-track faculty will be accorded Full Graduate Faculty on the submission of a signed Record of Qualification and a CV, for a period of five years or until the tenure review process has been completed. All other appointments and reappointments are for a period of five years. To be re/appointed as Full Graduate Faculty in the Department of Communication and Journalism, the candidate must hold a Ph.D., have published at minimum six articles or their equivalents during the previous five years, have taught two graduate courses, and at minimum advised to completion two graduate students (MA students electing the research paper option count as one half for this determination).

- “Articles or their equivalents” are defined as single or co-authored peer-reviewed articles, invited essays, and book chapters. Single or co-authored books, edited books, special journal issues, or anthologies may be considered as equivalent to more than a single article but the level of equivalence shall be determined case by case contingent on the scope and size of the work and the faculty member’s scholarly contribution. Evidence of contribution in the case of jointly produced work is expected. A candidate may petition the Department’s Full Graduate Faculty to have conference papers, reviewed grant proposals that have been submitted, creative work, and other scholarly products considered as articles depending on the selectivity of the conference or exhibition, the scholarship involved, the quality of the work, and/or the impact of the work. The Graduate Coordinator will include a short explanation of reasons for a successful petition or weighting of scholarly work consistent with the faculty member’s disciplinary practices of authorship with the re/appointment paperwork sent to the Graduate School.
- A candidate may petition the Department’s Full Graduate Faculty to have graduate advising recognized that does not result in two or more students with completed degrees but he or she must explain how their advising work during the review period is equivalent to or greater than the effort needed to finish MA theses or PhD dissertations.
- These criteria are based on a 100% faculty appointment. A faculty member on joint-appointment must meet expectations corresponding to the percentage of her or his appointment to the Department (i.e., a 50% appointment would be expected to have produced three articles, have taught one course in the previous five years, and advised at minimum one graduate student to completion).
- Faculty members who have carried significant service loads in the Department during the previous five years (such as the Chair) will be expected to meet a lower threshold of scholarly output, corresponding to her or his course release. For example, a two-course release during the majority of the previous five years would mean the faculty member is expected to produce four articles or their equivalents.
- An exception to the “two graduate course” requirement will be made in the event that, during the previous five years, a faculty member’s sabbatical falls on a year she or he would normally teach a graduate course.

Associate Graduate Faculty: To be re/appointed as Associate Graduate Faculty in the Department of Communication and Journalism, the candidate must be a Faculty member in good standing, full-time or part-time, and have actively participated in graduate teaching, sat on at minimum two graduate committees, and have published at minimum four articles or their equivalents (see Full Graduate Faculty for definition of “equivalents.”) The candidate is expected to hold a Ph.D. or other terminal degree; however, the candidate may petition the Department’s Full Graduate Faculty for an exception based on significant professional experience relevant to the Department’s graduate mission. The Graduate Coordinator will include a short

explanation of reasoning for a successful petition or weighting of scholarly work consistent with the faculty member's disciplinary practices of authorship with the re/appointment paperwork sent to the Graduate School.

- These criteria are based on a 100% faculty appointment. A faculty member on joint-appointment must meet expectations corresponding to the percentage of her or his appointment to the Department (i.e., a 50% appointment would be expected to have produced two articles, have taught one course in the previous five years, and sat on at minimum one graduate committee).
- Faculty members who have carried significant service loads in the Department during the previous five years (such as the Chair) will be expected to meet a lower threshold of scholarly output, corresponding to her or his course release. For example, a two-course release during the majority of the previous five years would mean the faculty member is expected to produce two articles or their equivalents.

Emeritus Graduate Faculty: To be re/appointed as External Graduate Faculty in the Department of Communication and Journalism, the candidate must be emeritus faculty at the University of Maine or hold a similar position at another institution.

Graduate Instructor: To be re/appointed as a Graduate Instructor in the Department of Communication and Journalism, the candidate must hold at least a Masters degree in an area of expertise appropriate to the graduate course(s) they are expected to teach. The candidate must present satisfactory teaching credentials to the Department's Graduate Faculty. [Graduate Instructors may advise graduate students and serve on graduate committees but are not expected to. Because committee participation is not part of a Graduate Instructor's responsibility, it is recommended that those who elect to participate in advising and committee membership limit their involvement to one advisee and four committees at a time.](#)

Ex Officio Members: The Chair and Graduate Coordinator in the Department of Communication and Journalism will not normally be considered for Ex Officio status.