

Graduate Faculty Guidelines – Intermedia MFA

The following guidelines include the different levels of participation currently established by the Graduate School and as such apply for all appointments or reappointments to the Graduate Faculty in the Intermedia Program.

1. A Full Graduate Faculty member must have:

- a tenured, tenure-track, or professional position in the Intermedia program
- a graduate terminal degree
- an ongoing record of research activity- a minimum of three projects, publications, presentations or exhibitions within the past three years – appropriate to the faculty member's rank and discipline; or other ongoing professional activity*

2. An Associate Graduate Faculty member must have:

- a tenured, tenure-track position, or have taught a minimum of three semesters of graduate courses in the Intermedia program within the previous five years.
- a graduate terminal degree, or commensurate professional or applied experience appropriate to the faculty member's discipline or area of expertise
- evidence of ongoing research, production, or scholarly and/or creative activity – minimum of one project, publication, presentation or exhibition within the past five years- appropriate to the faculty member's rank and discipline; or other demonstrated ongoing professional activity*

3. An External Graduate Faculty member must have:

- a graduate terminal degree or commensurate professional or applied experience appropriate to the faculty member's discipline or area of expertise
- evidence of ongoing scholarly, applied and/or creative activity- minimum of three projects, publications, productions, presentations or exhibitions within the past three years – appropriate to the faculty member's rank and discipline; or other demonstrated ongoing professional activity*

4. A Graduate Instructor must have:

- a graduate degree or commensurate professional or applied experience in an appropriate or related discipline or area of production
- a contract to teach on at least a part-time basis in the Intermedia program
- existing scholarly and/or creative activity - including a minimum of one publication, production, presentation or exhibition within the

past five years; or other demonstrated ongoing professional activity*

5. Emeritus Graduate Faculty

Emerita/us Graduate Faculty may teach graduate classes, sit on graduate committees, and co-chair graduate committees with a Full Graduate Faculty member. Appointment to the Emerita/us

Graduate Faculty status in Intermedia requires that the faculty member:

- **have retired from the University of Maine faculty as a Graduate Faculty member in good standing and**
- **have a record of successful engagement in graduate education as an instructor of one or more graduate classes and/or as a member of one or more graduate committees over the preceding five years.**
- **Appointments follow the same procedures as other categories of Graduate Faculty, are for five years, and are renewable. Emerita/us Graduate Faculty members who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student advisory committee, and the student in selecting an appropriate co-chair from the Full Graduate Faculty.**

Only Full and Associate Graduate Faculty may serve as a Graduate Thesis Committee Chair. Emeritus Graduate Faculty may serve as a co-chair.

Newly hired faculty are appointed automatically on submission of a signed Record of Qualifications (ROQ) and CV for a period of five years or through the tenure decision, whichever is longer.

The candidate will provide evidence that the relevant criteria have been met to the Graduate Coordinator of the Intermedia Program at the time of application, appointment or reappointment to the Graduate Faculty. Evidence should consist of an updated CV, the completed application form provided by the Graduate School (ROQ), and any other evidence needed to demonstrate ongoing scholarly and/or creative activity appropriate to the faculty member's rank and discipline.

***For the purposes of this document, "demonstrated ongoing professional activity" includes but is not limited to:**

- **ongoing publishing project (digital or analog)**
- **retooling after a change in research/creative activity direction**
- **long-term development of a body of work for commercialization, exhibition or publication**
- **professional activity such as workshops, experiments, residencies, prototype**

productions, etc.

- long-term engagement in technical research directly applicable to professional activity
- competitive commission work

Categories of Membership for Graduate Faculty

(Based on UMaine Graduate School descriptions)

Full Graduate Faculty: Full members of the Graduate Faculty must hold formal faculty appointments at the University of Maine or must be a full member of an established, multi-institutional graduate faculty group. Full members of the Graduate Faculty who possess doctoral degrees may serve on MFA and 'PhD committees, either as the chair or as a committee member. Full members of the Graduate Faculty who possess a terminal MFA degree may chair an MFA committee but may not chair a doctoral committee, except on the recommendation of the MFA Graduate Coordinator and with the permission of the Graduate School. With such recommendations and permission, Full members of the Graduate Faculty whose terminal degree is an MFA, may serve as a member of a doctoral committee, if the individual possesses a specific area of expertise essential to the makeup of the committee. Full members of the Graduate Faculty may also advise graduate students in nonthesis programs. It is expected that Full members of the Graduate Faculty shall possess the highest level of achievement in scholarship, graduate teaching, and public service meeting the criteria described above. Each institutional unit shall set the specific criteria for appointment of its faculty.

Associate Graduate Faculty: Members of the Associate Graduate Faculty are individuals at the University of Maine, who do not meet all the criteria for appointment as Full Graduate Faculty but who have significant qualifications for graduate instruction. Associate members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing doctoral degrees. Associate members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only on the recommendation of the MFA Graduate Coordinator and with permission the Graduate School.

Emeritus Graduate Faculty: University of Maine faculty members who have retired and been appointed as Emerita/us Faculty and who held graduate faculty status before retirement may be appointed as Emeritus Graduate Faculty. Emeritus Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although Emeritus members may serve as co-chairs of committees. Emeritus members of the Graduate Faculty who do not hold appropriate degrees may serve on doctoral

or MFA committees only with permission of the appropriate college dean and the Graduate School. Emeritus Graduate Faculty members who were chairing graduate committees at the time of retirement should assist the MFA Graduate Coordinator, other members of the student committee, and the student in selecting an appropriate co- chair from the Full Graduate Faculty.

External Graduate Faculty: Members of the External Graduate Faculty are individuals who do not hold appointments at the University of Maine. External members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although External members may serve as co-chairs of committees. External members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only with permission of the Graduate School.

Individuals who qualify for External Graduate Faculty status but who were previously appointed as Associate Graduate Faculty shall be automatically reappointed as External Graduate Faculty for the duration of their current appointments. Thereafter, such individuals shall be eligible for reappointment as External Graduate Faculty. Associate Graduate Faculty who qualify for Full Graduate Faculty status as full members of an established graduate faculty group shall be automatically reappointed as Full Graduate Faculty for the duration of their current appointments. Thereafter, such individuals shall be eligible for reappointment as Full Graduate Faculty.

Graduate Instructor: Graduate instructors are members of the part-time faculty who have teaching assignment specifically in the Intermedia MFA program. Graduate Instructors are individuals who do not meet all the criteria for appointment as Full graduate faculty or Associate Graduate Faculty, or new part-time faculty, but who have significant qualifications for graduate instruction. Graduate Instructors may not serve on committees. Once a Graduate Instructor has taught for at least three terms they may be considered for Associate Faculty status if they meet the needed requirements.

