

Criteria for (Re)appointment to the Graduate Faculty

Department of Mathematics & Statistics, University of Maine

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Article III, Section 3 of the University of Maine Graduate School Constitution defines the five categories of membership to the Graduate Faculty and provides minimal criteria for appointment and reappointment to each category. What follows are the additional criteria specifying the expectations in graduate teaching, research and service for appointment and reappointment to the Graduate Faculty within the Department of Mathematics & Statistics. For categories not mentioned (such as *Emeritus Graduate Faculty*), we do not have any additional departmental criteria beyond those given in the Constitution.

1. FULL GRADUATE FACULTY

Full members of the Graduate Faculty in the Department of Mathematics & Statistics are expected to actively contribute to graduate studies in the department. Active contribution will normally include chairing thesis committees, serving on thesis committees, participating in faculty meetings, the Graduate Seminar, admissions, etc.

For initial appointment or reappointment, a candidate must hold (1) an ongoing faculty appointment in the Department of Mathematics & Statistics and (2) a Ph.D. in Mathematics, Statistics, Mathematics Education, or a closely related field.

2. ASSOCIATE GRADUATE FACULTY

Associate members of the Graduate Faculty in the Department of Mathematics & Statistics are welcome to participate in all aspects of graduate studies in the department, with the exception of chairing thesis committees, though they may co-chair such a committee with a Full member of the Graduate Faculty.

For initial appointment or reappointment, a candidate must hold (1) a faculty appointment in the Department of Mathematics & Statistics, and (2) a Ph.D. in Mathematics, Statistics, Mathematics Education, or a closely related field.

3. EXTERNAL GRADUATE FACULTY

For initial appointment, anyone who does not hold a faculty appointment at the University of Maine, but otherwise satisfies the criteria for *Full Graduate Faculty* above may be appointed as *External Graduate Faculty*, provided there is reason to expect them

to participate as a future member on at least one graduate student thesis committee in the Department of Mathematics & Statistics.

For reappointment, a candidate must have served on at least one graduate student thesis committee in the department during the previous 5-year term. There should also be evidence that such service may likely continue.

APPENDIX: ARTICLE III, SECTION 3 OF THE 2013 GRADUATE SCHOOL CONSTITUTION

Membership.

The Graduate Faculty governs the process which determines eligibility for membership.

Categories of membership.

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 University of Maine master's and doctoral committees, either as the chair or as a committee member. A Full member of the Graduate Faculty possessing a master's degree may not chair a doctoral committee, but on the recommendation of the unit graduate committee and with the permission of the Graduate School, 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 non-thesis programs. Although it is expected that Full members of the Graduate Faculty shall possess the highest level of achievement in scholarship, graduate teaching, and public service, 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 student committees, although Associate members may serve as co-chairs of committees. Associate members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only on the recommendation of the unit graduate committee 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 doctoral degrees may serve on doctoral committees only with permission of the appropriate college dean and the the Graduate School. Emeritus Graduate Faculty members who were chairing graduate committees at the time of retirement should assist the 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 Instructors. Graduate instructors must have earned at least a master's degree. Graduate instructors may teach graduate-level (500 and 600) courses but may not advise graduate students or serve on graduate student committees.

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

Appointment and reappointment.

In keeping with the University of Maine's mission as a land-grant and sea grant institution, individuals considered for appointment to the Graduate Faculty shall demonstrate substantial achievement in each of the areas of scholarship, graduate teaching, and public service.

Appointment. Faculty may be appointed to any of the five categories of membership. Recommendation for membership on the Graduate Faculty is subject to the approval of the appropriate institutional unit committee, unit head, dean(s) (if there is no unit head) and the Graduate School. New tenure-track University of Maine faculty members

may be granted an initial appointment to the Graduate Faculty at the time of hire that shall extend up until the completion of review for tenure or separation from the University. University of Maine faculty who are promoted and/or granted tenure shall be immediately eligible for reappointment for a five-year term to the Graduate Faculty provided that have satisfied the criteria listed below (under Reappointment).

For all other appointments, each institutional unit shall develop a peer review process similar to that employed for decisions of promotion and tenure. Criteria used in this process should take into account the level of responsibility expected of Graduate Faculty in different categories of membership and will include specific expectations related to scholarship, graduate teaching, and service. For appointment as a Full member of the Graduate Faculty, achievement in scholarship must include peer-reviewed publications, presentations at professional meetings, or other creative work appropriate for Graduate Faculty members in each individual institutional unit. These criteria shall be reviewed by the appropriate college dean (or by the CAO of the Graduate School for multi-college, interdisciplinary graduate faculty groups) and by the Executive Committee of the Graduate Board. Graduate Faculty appointment criteria may undergo periodic re-examination by departments and graduate programs. Any resulting changes shall again be reviewed by the appropriate authorities listed above.

Reappointment. The normal term of membership for all categories of Graduate Faculty shall be for five years and shall be renewable. Individuals who do not possess all of the qualifications normally expected for reappointment as Full or Associate Graduate Faculty members may continue serving for the duration of current committee appointments. Reappointment to the Graduate Faculty is contingent upon meeting the appointment criteria of the faculty member's institutional unit and the following conditions:

- a. demonstrated record of service on graduate student committees, including attendance at scheduled committee meetings;
- b. success in advising graduate students (for example, completion rates of advisees); and
- c. record of compliance with established University of Maine and/or departmental policies.

In reappointing individuals to the Graduate Faculty, each institutional unit should review the performance in the above three areas. Documentation related to the Graduate Faculty member's performance in these areas should be submitted with reappointment materials upon request from the Graduate School.

Appeals process. Individuals who are denied appointment to the Graduate Faculty may appeal the decision at each successive level (see Section 3 - Appointment) up to the Dean of the Graduate School. If the Graduate Dean denies the appeal, the matter shall be referred to the next meeting of the Executive Committee of the Graduate Board with an explanation of the referral. The Executive Committee may then approve a referred application, with an affirmative vote of a majority of those present required.