

**Criteria for appointment and reappointment to the Graduate Faculty**  
Department of Modern Languages and Classics

**FINAL**  
DATE: 5-12-16

**Appointment as Full Graduate Faculty:**

A faculty member desiring appointment to the graduate faculty of the Department of Modern Languages and Classics must be a full-time member of the department and must have the highest degree in the discipline, normally a Ph.D. After an initial appointment, graduate faculty members will be reappointed every five years. Both successful graduate teaching and a record of active scholarship are necessary for reappointment as Full Graduate Faculty. Successful graduate teaching at the Full Graduate Faculty level requires teaching at least one graduate course and chairing at least one graduate committee over the preceding five years (these criteria are waived for the initial appointment), and demonstrated excellence in teaching as evidenced through University of Maine student evaluations, peer review of teaching, and course syllabi in any graduate course taught \*. Active scholarship is defined as a minimum of one peer-reviewed publication within the past five years and at least one additional contribution in other types of scholarly achievement such as reviews, conference presentations, grants awarded, creative writing, translations, or additional peer-reviewed publications.

**Appointment as Associate Graduate Faculty:**

Faculty appointed as Associate Graduate Faculty must be a full-time member of the department and must have at least a master's degree in a related field. Successful graduate teaching at the Associate Graduate Faculty level requires teaching at least one graduate course *or* serving on at least one graduate committee over the preceding five years (these criteria are waived for the initial appointment), and demonstrated excellence in teaching as evidenced through University of Maine student evaluations, peer review of teaching, and course syllabi for any graduate course taught. They may also have published reviews, creative pieces, and translations, presented at conferences, received grants, but neither these activities nor peer-reviewed publication are required for this level. Associate Graduate Faculty members may teach graduate courses, serve on graduate student committees, and co-chair such committees, but they may not be the sole chair of a graduate committee.

**Appointment as External Graduate Faculty:**

A faculty member from another institution desiring appointment to the Department of Modern Languages' graduate faculty must meet the same criteria as those described earlier for Associate Graduate Faculty. External Graduate Faculty

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\* Graduate faculty in Franco American Studies are exempted from this requirement because that program does not include graduate-level courses.

members may teach graduate courses, serve on graduate student committees, and co-chair such committees, but they may not be the sole chair of a graduate committee. Reappointment requires demonstrated excellence in teaching as evidenced through University of Maine student evaluations, and course syllabi.

**Appointment as Emeritus/a Graduate Faculty:**

A retired faculty member holding emeritus/a status and desiring appointment to the Department of Modern Languages' graduate faculty must meet the same criteria as those described earlier for Associate Graduate Faculty. Emeritus/a Graduate Faculty members may teach graduate courses, serve on graduate student committees, and co-chair such committees, but they may not be the sole chair of a graduate committee.

**Appointment as Graduate Instructor:**

Graduate instructors must have earned at least a master's degree or its foreign equivalent in that field. Graduate instructors need not be full-time members of the department but may teach multiple courses on contract. Graduate Instructors may not serve on graduate committees. Graduate Instructors will be appointed on an ad hoc basis and for the semester during which they are teaching a graduate course.

## MLC Graduate Faculty Checklist

Requirement	Full	Assoc	Ext/ Emer	Inst
1. Education:				
A. PhD	X			
B. Masters		X	X	X
2. Publications:				
A. 1 peer-review pub in previous 5 yrs	X			
B. 1 additional scholarly contribution	X			
3. Teaching:				
A. 1 graduate course in last 5 yrs	X	X or 4A	X or 4A	X
B. Excellence in teaching on any grad courses	X	X		
4. Graduate Advising:				
A. Serve on 1 graduate committee in last 5 yrs		X or 3A	X or 3A	
B. Chair 1 graduate committee in last 5 yrs	X			

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**Name**