

Department of Psychology
Criteria for Appointment and Re-appointment to the Graduate Faculty
Revised November 21, 2017

1. University of Maine faculty are appointed to the Graduate Faculty by a process involving nomination by the academic unit (in this case, the Department of Psychology) followed by confirmation by the Dean of the Graduate School, with the advice of the Graduate Board Executive Committee. The normal term of appointment to the Graduate Faculty is five (5) years, but individuals may be re-appointed as appropriate.

The purpose of this document is to identify the criteria to be used by the Department of Psychology in determining whether individuals are qualified for nomination and/or re-nomination to the Graduate Faculty.

2. The Graduate School recognizes several categories of Graduate Faculty membership, as follows:

Full Graduate Faculty. Full members of the Graduate Faculty must hold formal faculty appointments at the University of Maine as defined in this document 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 formally appointed as Emerita/us Faculty by the University of Maine 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

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.

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 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. Individuals appointed as *ex officio* members normally do not serve on graduate committees.

(Graduate School Constitution, Article III, Section 3)

3. Criteria for nomination for initial appointment and/or re-appointment to the Graduate Faculty:

According to the Constitution of the Graduate School, *individuals considered for appointment to the Graduate Faculty shall demonstrate substantial achievement in each of the areas of scholarship, graduate teaching, and public service (Article III, section 3).*

Further, according to the Constitution of the Graduate School, *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 (Article III, section 3).*

The following Departmental criteria were designed to be consistent with these general guidelines. Responsibility for applying these criteria shall rest with the Departmental Graduate Committee, comprising the coordinators of the individual Graduate degree tracks within the Department and typically one untenured member of the faculty (should none of the coordinators be untenured).

Full Graduate Faculty: All tenure-track members of the Department of Psychology are required to show substantial promise in each of these areas at the time of their initial hiring. Thus, we expect that any tenure-track faculty member hired within

the previous five years will be fully qualified for an initial appointment as a member of the Full Graduate Faculty. Candidates considered for nomination for re-appointment to the Full Graduate Faculty will be evaluated by the departmental Graduate Committee to ensure their continuing involvement in graduate research and teaching. Such continuing involvement may be indicated by any combination of several markers, such as service on graduate student program advisory, thesis, or dissertation committees, either as a member or as Chair or Co-chair; experience in teaching graduate-level courses; funding; and/or authorship of peer-reviewed scientific publications (at least two during the previous five years). Individuals with no documented involvement in graduate research or teaching during the previous five years will not normally be nominated for re-appointment to the Graduate Faculty.

In some cases, individuals with more than five years of prior service (tenured or tenure-track) may be considered for their *initial* appointment to the Full Graduate Faculty. In such cases, the criteria for initial appointment will be identical to those stated above for *re-appointment*.

Associate Graduate Faculty: The Department of Psychology faculty may include individuals who do not qualify for Full Graduate Faculty status but who have expertise of importance to the graduate program. Such individuals may include non-tenure track appointments – for example, research faculty or full- or part-time instructional faculty – as well as tenured faculty who have not maintained a record of research and/or involvement in graduate education meriting appointment or re-appointment as Full Graduate Faculty. Such individuals will normally be holders of the Ph.D. or equivalent advanced degrees, and will therefore possess considerable expertise and experience in research and/or teaching, and may also be involved in service activities. Thus, the Department of Psychology expects that any faculty member holding a Ph.D. or equivalent degree and not qualified for Full Graduate Faculty status will be eligible for appointment as a member of the Associate Graduate Faculty.

Emeritus Graduate Faculty. Faculty who were Full Graduate Faculty at the time of retirement would be recommended for an initial appointment as Emeritus Graduate Faculty. Candidates considered for nomination for re-appointment as Emeritus Graduate Faculty will be evaluated by the departmental Graduate Committee to ensure their continuing involvement in graduate research, teaching, and/or service (using the same markers as Full Graduate Faculty). Individuals with no documented involvement in graduate research, teaching, or service during the previous five years will not normally be nominated for re-appointment as Emeritus Graduate Faculty.

External Graduate Faculty: Individuals without appointments to the University of Maine faculty will sometimes be nominated for appointment as External Graduate Faculty, generally to allow them to serve as members or as co-chairs of thesis and/or dissertation advisory committees. Since External Graduate Faculty are granted the same privileges as Associate Graduate Faculty, the same criteria will be used in their nomination (*Graduate School Constitution*, Article III, section 3).

Graduate Instructors: The Department of Psychology does not normally expect to nominate non-doctoral level individuals to the graduate faculty. However, in the rare event that an individual with a Master's degree (in Psychology or a related discipline) or who has done Maser's level work (i.e., one of our own Ph.D. candidates who has passed their PhD qualifying examination) were unusually qualified to serve as an instructor in a graduate course, this individual could be nominated to serve as a Graduate Instructor, with the understanding that such an individual could not serve on a graduate committee or as a graduate advisor.

Ex-officio Members: Ex-officio members of the Graduate Faculty are appointed by the Dean of the Graduate School, and will thus not be considered here.

4. Checklist summarizing contributions in scholarship, teaching, and service.

Nominee:	
Graduate Faculty Category (Full, Associate, Emeritus, External)	
Education (PhD/Masters)	
Scholarship:	
Peer-reviewed publications	
Books	
Textbooks	
Technical reports	
Funding	
Teaching	
Advisory/Thesis/Dissertation Committees	