

**FINAL**  
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## Requirements for Appointment and Reappointment of Graduate Faculty

School of Computing and Information Science  
The University of Maine

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GRADUATE SCHOOL

### I. FULL GRADUATE FACULTY

#### Requirement for Initial Appointment to Full Graduate Faculty

A full-time faculty member in the School of Computing and Information Science meets the School requirements for an initial appointment if the candidate (1) holds a doctoral degree and (2) is expected to supervise graduate students in the School.

#### Requirement for Reappointment to Full Graduate Faculty

In order to be reappointed as Full Graduate Faculty, the candidate must:

- (1) continue to be a faculty member in the School of Computing and Information Science,
- (2) have participated in the supervision of Master's and/or PhD students in the School of Computing and Information Science or on topics germane to the School during the previous 5-year term as chair and/or member of the graduate committee of students,
- (3) have obtained favorable evaluations of graduate courses taught during the previous 5-year term as determined by a documented majority vote of the other existing SCIS graduate faculty, and
- (4) demonstrate sustained scholarly activity with at least three *significant scholarly* publications (published or formally accepted) during the previous 5-year term.

The following are deemed to be *significant scholarly* publications within the meaning of the previous paragraph:

- A. Books (as author or editor of the volume, provide the ISBN as part of the citation)
- B. Book chapters (submitted through a competitive process or invited but the final acceptance in the book is conditioned upon revisions as required by an editorial board or scholarly editor)
- C. *Fully-refereed* journal articles
- D. *Fully-refereed* conference proceeding articles

*Fully-refereed* means that the full article (not abstract) was submitted by the editor to external scholarly reviewers and the work underwent revisions by the author(s) as required by the reviewers and editor prior to acceptance for publication.

A faculty member holding an Associate Graduate Faculty appointment may be appointed as a Full Graduate Faculty if the candidate fulfills all four criteria for reappointment to Full Graduate Faculty *and* there is sufficient evidence that the candidate will *chair* new graduate committees in the School of Computing and Information Science in the near future.

### II. ASSOCIATE GRADUATE FACULTY

#### Requirement for Initial Appointment to Associate Graduate Faculty

A candidate for appointment to Associate Graduate Faculty typically holds a doctoral degree, with exceptions made potentially for extraordinarily qualified candidates as determined through documented majority vote of the existing SCIS graduate faculty. The candidate also must have a

proven publication track record, and expresses willingness to participate as a future member on the committee of at least one Master's or Ph.D. student in the School of Computing and Information Science.

#### **Requirement for Reappointment to Associate Graduate Faculty**

In order to be reappointed as Associate Graduate Faculty, the candidate has typically participated as committee member of at least one Master's or Ph.D. student in the School of Computing and Information Science during the previous 5-year term, and is expected to continue to do so during the upcoming term as well.

### III. EXTERNAL GRADUATE FACULTY

#### **Requirement for Initial Appointment to External Graduate Faculty**

A candidate for appointment to External Graduate Faculty typically holds a doctoral degree, with exceptions made potentially for extraordinarily qualified candidates as determined through documented majority vote of the existing SCIS graduate faculty. The candidate must hold the doctoral degree in a relevant field, has a proven publication track record, and expresses willingness to participate as future member on the committee of at least one Master's or Ph.D. student in the School of Computing and Information Science.

#### **Requirement for Reappointment to External Graduate Faculty**

In order to be reappointed as External Graduate Faculty, the candidate has typically participated as a committee member of at least one Master's or Ph.D. student in the School of Computing and Information Science during the previous 5-year term, and is expected to continue to do so during the upcoming term as well.

### IV. GRADUATE INSTRUCTOR

#### **Requirement for Initial Appointment to Graduate Instructor**

A candidate for appointment as Graduate Instructor must hold at least a Master's degree and must be expected to teach in the near future at least one graduate course in the School of Computing and Information Science.

#### **Requirement for Reappointment to Graduate Instructor**

In order to be reappointed to Graduate Instructor, the candidate typically (1) has obtained favorable evaluations of graduate courses taught during the previous 5-year term, (2) demonstrates knowledge in the domain of instruction through the publication of at least one significant scholarly publication during the previous 5-year term, and (3) is expected to continue teaching at least one graduate course in the School of Computing and Information Science.

### V. EXCEPTIONS

In regard to all criteria listed above, exceptions may be made for special circumstances as documented by majority vote of the existing SCIS graduate faculty.