

JAN 19 2007

Graduate Faculty Membership
Department of Anatomy & Cell Biology
January 2003

Criteria for Full Membership

1. The faculty member must hold a doctoral degree.
2. The faculty member must have a documented record of scholarly accomplishment conducted and completed as a fellow, research associate or independent principal investigator after receipt of the doctoral degree. Such accomplishment may be demonstrated by one or more of the following:
 - Publication of original research or scholarly work in journals or other outlets that make publication decisions on the basis of peer review (a record of publication of work completed after receipt of the doctoral degree must be demonstrated to qualify for full graduate faculty membership status)
 - Generation of support for scholarly work by submission and receipt of intramural and/or extramural grants and/or contracts
 - Invited lectures/seminars/presentations delivered at regional, national or international meetings or at institutions other than UND
 - Other regional, national or international recognition of scholarly accomplishment
3. The faculty member must have documentation of competence and effectiveness in teaching and/or mentoring students at the graduate level. Competence and effectiveness in teaching and/or mentoring students at the graduate level may be demonstrated by student and/or peer evaluations supportive of the faculty member's activities in one or more of the following:
 - Teaching graduate level coursework (minimum of one full semester of graduate level teaching must be completed to qualify for full graduate faculty membership status)
 - Developing and implementing graduate level curricula
 - Chairing or serving on thesis or dissertation Faculty Advisory Committees
 - Directing graduate student research
 - Advising graduate students

The term of full graduate faculty membership will continue until departmental graduate program review (every 7 years) and will continue thereafter upon demonstration of consistency in meeting the above criteria and by recommendation of the Department Chair, Departmental Director of Graduate Education or the Graduate Dean.

Criteria for Associate Membership

1. The faculty member must hold a doctoral degree.
2. The faculty member must have undertaken scholarly work conducted as a predoctoral student, postdoctoral fellow, research associate or principal investigator and, on the basis of peer recommendation, demonstrate potential for:
 - Establishment of an independent research program
 - Publication of original research or scholarly work in journals or other outlets that make publication decisions on the basis of peer review
 - Generation of support for scholarly work by intramural and/or extramural grants and/or contracts
 - Regional, national or international recognition of scholarly accomplishment
3. The faculty member must, on the basis of peer recommendation, demonstrate potential for and commitment to teaching and/or mentoring students at the graduate level.

The term of associate graduate faculty membership will continue until departmental graduate program review (every 7 years) and thereafter by recommendation of the Department Chair, Departmental Director of Graduate Education or the Graduate Dean provided that the above criteria are met or until criteria for advancement to full graduate faculty membership have been met.

Criteria for Advancement from Associate to Full Membership

The departmental criteria for Associate Graduate Faculty Membership and Full Graduate Faculty Membership are quite clear and distinct with regard to either “demonstrated potential for” or “documented achievement in” research and scholarly activity and teaching/mentoring. The degree requirements are the same. In order for a faculty member to be either elected directly to full membership or advanced to full membership from associate membership, all the criteria for full membership must be met.

Criteria for Assistant Membership

The Department of Anatomy & Cell Biology is not a clinical or professional practice-based department. Therefore, the faculty in the Department of Anatomy & Cell Biology would only hold the qualifications required for either associate or full membership.

Adjunct and emeritus faculty and special appointments will follow the criteria stated in the Graduate Faculty Constitution.

Atmospheric Sciences

Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

Scholarly achievement as demonstrated through publication in refereed journals, books or authoring of a software package, and a sustained level of effort in research. There is no set quota on the number of publications or extramural grant activity. However, rough guidelines would expect publications to average more than one every two years and funding as principal investigator of more than one grant in a five-year period. These numbers are dependent on the nature of the activity (e.g., a book or large, multi-year grant would carry more weight).

(Teaching & Mentoring)

The faculty member should be active in teaching graduate courses and should receive evaluations of at least mid-range quality. Their research should include student participation. They should also have served on several student graduate committees.

Associate Member:

(Scholarly Achievement)

At this level the faculty member should have published recently in a refereed format. The individual should also be involved in research and have received external funding or submitted a proposal for externally funded research as principal investigator or co-investigator.

(Teaching & Mentoring)

The faculty member may or may not have had the opportunity to teach at the graduate level, but should at least have some interaction with graduate students in an advising or research capacity.

Advance:

The faculty should meet the criteria stated above. Essentially, this means that the individual must demonstrate a sustained quality effort in research and/or scholarly activity.



Graduate Faculty Criteria Biochemistry and Molecular Biology

The PhD is required for full, associate, and adjunct membership to the Graduate Faculty in Biochemistry and Molecular Biology (BMB). It is expected that a new hire at the assistant professor level will qualify for appointment as an associate member of the Graduate Faculty according to the criteria below. New hires at the level of associate or full professor may be appointed to the Graduate Faculty as a full member if they meet criteria for that category. The department will support the nomination of individuals with courtesy academic appointments as adjunct members of the Graduate Faculty providing they meet the criteria for associate members below.

Full Member:

Level of Scholarly Achievement

- Record of sustained publication as senior author in peer-reviewed journals
- Demonstrated ability to obtain funding to support a viable research program with a record of continuing attempts at external funding

Teaching and Mentoring

- Record of sustained and significant contributions to graduate education in a recognized graduate program
- Service on one or more PhD student committees in a recognized graduate program
- At least two years of experience serving as major advisor for an MS or PhD student in a recognized graduate program

Associate Member:

Level of Scholarly Achievement

- At least one publication in peer-reviewed journals as first author and several others, not necessarily first author

Teaching and Mentoring

- Demonstrated potential for independent development of graduate courses and/or individual lectures in area of expertise as evidenced through research seminars
- Expressed desire to develop the skills required to effectively mentor graduate students and serve on graduate advisory committees

Advancement from Associate to Full:

- Demonstration of continuous scholarly activity as indicated by publications appearing in peer reviewed journals since arriving at UND, and one or more submission of abstracts based on work done at UND
- Documented attempts at securing extramural funding
- Regular contribution of instruction at the graduate level including regular participation in Current Literature (BMB 514) and Seminar (BMB 521)
- A minimum of two years of service on one or more PhD student committees
- Demonstration of ability to successfully supervise an MS or a PhD student, in accordance with graduate school regulations for associate graduate faculty

Biology



Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

Ph.D. completed; Ph.D. research published or in press and demonstrated postdoctoral research accomplishments

(Teaching & Mentoring)

Evidence of teaching and work with ^{GRADUATE} students.

Associate Member:

(Scholarly Achievement)

Ph.D. completed; Ph.D. research not published or no postdoctoral research accomplishments

(Teaching & Mentoring)

Evidence of teaching and work with students.

Advance:

Publishing of Ph.D. research and demonstrated post-doctoral research accomplishments.

Business and Public Administration

Terminal Degree: Ph.D., D.B.A, L.L.M., or J.D.

Full Member:

(Level of Scholarly Achievement):

- Research productivity exemplified by at least three refereed journal articles (or equivalent research product, for example a scholarly book). Scholarly output is expected to be produced at a consistent level over time with amount dependent on the length of the individual's academic experience.

(Teaching & Mentoring)

- An eligible candidate for full membership in the graduate school must have participated in the instruction of graduate students in at least one of the following ways: courses that are either solely taught or team taught, a member of thesis or dissertation committee(s), or advisor to independent study(ies). (Note: this may have been demonstrated at an institution other than UND).

Associate Member:

(Level of Scholarly Achievement)

- Must have completed dissertation or equivalent project required for terminal degree.

(Teaching & Mentoring)

- Must have teaching experience sufficient to provide expectation of ability to teach and mentor graduate students. Whether or not the individual has taught graduate students is not an issue. Only those that are considered qualified to teach graduate students will be forwarded.

Criteria for Advancement from Associate to Full Membership

- Research productivity exemplified by at least three refereed journal articles (or equivalent research product, for example a scholarly book). Scholarly output is expected to be produced at a consistent level over time with amount dependent on the length of the individual's academic experience. An eligible candidate for full membership in the graduate school must have participated in the instruction of graduate students in at least one of the following ways: courses that are either solely taught or team taught, a member of thesis or dissertation committee(s), or advisor to independent study(ies). (Note: This may have been demonstrated at an institution other than UND).



*No changes needed.
- Frank Bowman
20 July 2010*

Chemical Engineering

Terminal Degree: Candidate must have obtained a Doctor of Philosophy in Chemical Engineering or closely related field. Applicability of the term "closely related field" for the purposes of this criterion shall be determined by obtaining the consensus of all Departmental faculty members who are full members of the UND graduate faculty. Examples of "closely related fields" include: Energy Engineering, Environmental Engineering, Applied Chemistry, Petroleum Processing Engineering, Thermodynamic Engineering, and Material Science Engineering.

Full Member:

(Level of Scholarly Achievement)

- a. Adequacy of scholarly achievement can vary widely depending upon the candidate's situation. Fulfillment of the requirements of this criterion, as described below, shall be determined by obtaining the consensus of all Departmental faculty members who are full members of the UND graduate faculty
- b. Candidate shall have a consistent record of publication in peer-review journals consistent with level of experience, current and former job descriptions, and area of research expertise. As a minimum, candidate shall have published at least two peer-review journal articles or have submitted at least three peer-review journal articles at the time of application for full membership. At least one of these publications must be based on work in which the Candidate is the Principal Investigator.
- c. Candidate shall have a consistent record of contract grant activity consistent with level of experience, current and former job descriptions, and area of research expertise. As a minimum, candidate shall have at least one funded research project or have submitted at least three proposals for funded research projects at the time of application for full membership.
- d. Candidate shall have experience serving as the primary research Advisor for at least one student working on graduate-level research for a period of no less than one year. The student can be an M.S. or M. Eng. Graduate student, a student accepted by the UND Graduate school into the combined MS/BS or M Eng/BS degree program, or an exceptional undergraduate student working on graduate-level research.

(Teaching & Mentoring)

- a. It is preferred that Candidate have successfully developed and taught at least one 500 level course. Because of the current staffing level in the Chemical Engineering Department, a Candidate for full membership may not have had the

opportunity to teach a graduate level course prior to candidacy for full membership. Failure to have taught at least one course must be due to Departmental teaching load requirements not due to Candidate's judged ability to teach a 500 level course in order to satisfy this criterion.

- b. Candidate must have served as the general faculty advisor for at least one graduate student for at least two academic semesters at the time of candidacy.

Associate Member:

(Level of Scholarly Achievement)

- There are no requirements for scholarly achievement.

(Teaching & Mentoring)

- There are no requirements for teaching and mentoring.

Advance:

- Candidates for advancement must meet the same criteria as direct appointment at the full membership level.

Assistant:

- The assistant member category is not currently considered to be available to faculty members in the Department of Chemical Engineering.



Chemistry



Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

- The minimum level of scholarly achievement is six research publications.

(Teaching & Mentoring)

- The demonstrated level of competence in teaching and mentoring of students is experience as a postdoctoral fellow working with graduate or undergraduate students.

Associate Member:

(Level of Scholarly Achievement)

- The minimum level of scholarly achievement is a Ph.D. dissertation.

(Teaching & Mentoring)

- The demonstrated level of competence in teaching and mentoring of students at the graduate level is no prior experience.

Advance:

- The minimum level of scholarly achievement is six research publications, and experience as a postdoctoral fellow working with graduate or undergraduate students.

Assistant:

- The minimum level of scholarly achievement is a thesis-based master's degree.

Civil Engineering

Terminal Degree: Ph.D. in Engineering or closely related field

Full Member:

(Level of Scholarly Achievement)

- Should be primary author on at least three articles published in refereed, civil engineering technical journals.
- Should be primary author on at least six articles published in civil engineering conference proceedings
- Should be principal investigator or co-principal investigator on at least three funded research projects
- Should have at least two years experience supervising graduate students in a graduate-level research project

(Teaching & Mentoring)

- Should have at least one year of experience teaching graduate-level civil engineering courses and one year of experience advising graduate students

Associate Member:

(Level of Scholarly Achievement)

- Should be primary author on at least one article published in a refereed, civil engineering technical journal
- Should be primary author on at least two articles published in civil engineering conference proceedings
- Should be principal investigator or co-principal investigator on at least one proposal for a funded research project

(Teaching & Mentoring)

No graduate teaching or advising experience required for associate membership

Advance:

- Satisfaction of the minimal requirements for full membership as listed above

Assistant:

- Should be primary author on at least one article published in a civil engineering conference proceedings
- Should be principal investigator or co-principal investigator on at least one proposal for a funded research project
- No graduate teaching or advising experience required for assistant membership

SEP 18 2003

To: Joseph N. Benoit, Ph.D.
Dean

From: Jim Hikins
Professor and Director of Graduate Studies
School of Communication

Re: Criteria for graduate faculty status

Date: September 17, 2003

The School of Communication is in the process of formulating criteria for determining the various levels of membership on the Graduate Faculty. The following criteria represent the position of the Director of Graduate Studies. The School's graduate faculty will discuss these criteria on 6 October. It is hoped that a resolution, in terms of a vote on these criteria or amendments thereto, will be taken at that time.

Criteria for Full Membership

1. What is considered a terminal degree in your field?

The terminal degree in Communication is the Ph.D.

2. What do the faculty in your department consider as the minimal level of scholarly achievement required appointment to the Graduate Faculty as a Full Member?
The Graduate Committee will use this information as a guide in evaluating applications. Please provide specific information regarding publication record, extramural funding and prior experience with students

Frequent contributions to the research tradition in Communication, and/or closely related fields. This may include publication in national and regional, refereed journals, editing of important anthologies, authoring of a scholarly book(s), reading of competitively selected and/or invited papers at national and regional conferences, awarding of research fellowships or some combination of the above. Whatever that combination, it should include at minimum an average of at least one national publication or conference paper per year subsequent to the candidate's earning the Ph.D. While the pursuit of extramural funding is desirable, and may be considered a positive contribution to the candidate's application, it is not a requirement for advancement to Full membership. A Full Member of the Graduate Faculty will be expected to have a significant record of mentoring students in terms of both practical issues (such as advising plans of study) as well as introducing students to a culture of research and scholarship.

Hikins to Dr. Joseph N. Benoit
17 September 2003
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3. What is the demonstrated level of competence in the teaching and mentoring of students at the graduate level required for becoming a full member?

The candidate should demonstrate the potential ability to successfully direct both Ph.D. dissertations and Masters theses. This can be demonstrated through the quantity and quality of the candidate's own scholarship as well as relevant comments on teaching and peer evaluations. The candidate must demonstrate teaching competence to the satisfaction of the School's Graduate Studies Committee by the quality of student teaching evaluations, peer review, or some combination of the two. The candidate should also have a strong record of mentoring relationships, as evidenced by student evaluation of advising and relevant comments on teaching and peer evaluations.

Criteria for Associate Membership

1. What is considered a terminal degree in your field?

Answered above (the Ph.D.).

2. What do the faculty in your department consider as the minimal level of scholarly achievement required for appointment to the Graduate Faculty as an Associate Member? *The Graduate Committee will use this information as a guide in evaluating applications. Please provide specific information regarding publication record, extramural funding and prior experience with students.*

Occasional contributions to the research tradition in Communication and/or closely related fields, or a demonstrated ability to conduct such research. This may include publication in national and regional, refereed journals, editing of important anthologies, publication of a scholarly book(s), reading of competitively selected and/or invited papers at national and regional conferences, awarding of research fellowships, or some combination of the above. Whatever that combination, it should include at minimum an average of at least one national conference paper per year subsequent to the candidate's receiving the Ph.D. and occasional national publications. While the pursuit of extramural funding is desirable, and may be considered a positive contribution to the candidate's application, it is not a requirement for advancement to Full membership.

3. What is the demonstrated level of competence in the teaching and mentoring of students at the graduate level required to become an associate member?

The candidate should have a successful record of teaching at the graduate level and should evidence the potential, to the satisfaction of the School's Graduate Studies Committee, to evaluate dissertations and theses. Such potential can be evidenced by student teaching evaluations, peer review, or some combination of the two.

Criteria for Advancement from Associate to Full Membership

1. What do the faculty in your department consider as the minimal requirements for advancement of an Associate Member of the Graduate Faculty to Full Membership? *The Graduate Committee will use this information as a guide in evaluating applications. Please provide specific information regarding publication record, extramural funding and prior experience with students.*

The criteria for Full Membership are summarized in #1, on page 1 of this document. Advancement to Full membership would be recommended if the candidate showed compelling evidence that he/she were close to meeting the criteria specified there and if it appeared that he/she would, in fact, meet those criteria at the time of, or shortly after, advancement to Full Membership.

Criteria for Assistant Membership

1. What do the faculty in your department consider as the minimal requirements for appointment to the level of Assistant Member of the Graduate Faculty? *The Graduate Committee will use this information as a guide in evaluating applications. Please provide specific information regarding publication record, extramural funding and prior experience with students.*

The candidate should have a successful record of teaching at the graduate level and should evidence the potential, to the satisfaction of the School's Graduate Studies Committee, to mentor graduate students and to contribute to the research tradition in Communication. Such potential can be evidenced by student teaching evaluations, peer review, or some combination of the two and by contributions to, at minimum, regional conferences (in terms of competitively selected conference papers). While the pursuit of extramural funding is desirable, and may be considered a positive contribution to the candidate's application, it is not a requirement for appointment to Assistant Membership.



Computer Science

Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

- At least three full papers in journals or published proceedings.
- At least three years of teaching experience that includes graduate level courses.

(Teaching & Mentoring)

- No additional requirements beyond those for promotion and tenure, except that teaching experience must include supervision of at least one graduate student who successfully completed her/his degree.

Associate Member:

(Level of Scholarly Achievement)

- Completion of a Ph.D.
- At least one semester of teaching experience that includes undergraduate courses for computer science majors.

(Teaching & Mentoring)

- No additional requirements beyond those for tenure track positions.

Advance:

- Satisfying the requirements for full membership as described above.

Assistant:

- M.S. degree
- At least three years of teaching experience that includes upper division undergraduate courses or at least three years of experience in the computing profession.

Criminal Justice

Terminal Degree: Ph.D. in Criminal Justice or related field

Full Member:

(Level of Scholarly Achievement)

- Record of research presentations at national or regional professional meetings
- Record of scholarly publications
- Record of participation as a reviewer for national or regional journals

(Teaching & Mentoring)

- Record of graduate level teaching experience
- Record of service on graduate thesis or dissertation committees
- Demonstrated ability to assist graduate students in the development and completion of graduate theses or dissertations

Associate Member:

(Level of Scholarly Achievement)

- Record of effective teaching and/or publications that indicate competency to serve on graduate thesis or dissertation committees

(Teaching & Mentoring)

- Demonstrated potential to work with others in the guidance of graduate theses or dissertations

Advance:

- Same as criteria for full membership

Assistant:

- Demonstrated record of scholarly ability that will be of assistance to graduate students in the development of theses or dissertations

Earth System Science & Policy

Terminal Degree: The field is multi-disciplinary. For faculty in the natural and social sciences, the terminal degree is the Ph.D. Should we add a lawyer to the faculty, the terminal degree would be a J.D. The cultural component we will focus upon is American Indian culture. We might seek an Indian scholar who has a Ph.D, but it is possible we would accept a scholar with a lesser degree—out of necessity.

Full Member:

(Level of Scholarly Achievement)

We are striving for a faculty with a range of experience. Certainly quality of one's publication record will be an important factor, as well as the quantity of the record. However, the Earth System Science and Policy program is focused on actions leading toward sustainability. Hence experience—for example, with a resource agency, an NGO, a business, or a government laboratory—that demonstrates creative, innovative problem-solving capabilities will be considered. Experience supervising students is definitely advantageous, but so is experience dealing with the public sector, so that a faculty member could help students learn how to do so. Full Members will be expected to help secure external funds, either by submitting grant proposals—or by contributing as co-investigators to proposals others submit. They can also secure external funding through contracts with businesses or agencies, or by securing donations and contributions (e.g., matching contributions).


(Teaching & Mentoring)

Before becoming a Full Member, a faculty candidate will have to demonstrate that some students elected to do theses, internships, or dissertations under that candidate's supervision. Furthermore, the outcome of those theses, internships, and dissertations will have to have had a demonstrable impact. ESSP requires input from several disciplines, so candidates will have to show they can teach in a team environment.

Associate Member:

(Level of Scholarly Achievement)

For the grants, contracts, and cooperative agreements that are funding ESSP, we must submit metrics. These are measures of success and achievement in line with the goal of sustainability. An Associate Member will have to have provided acceptable metrics, beginning at the end of his or her first year in the program. Metrics maybe publications in scholarly journals, but can also be innovations that beneficially change resource practices. They can be significant successes at communicating environmental information to the public. They can also be instruments built, decision support systems created, software algorithms implemented, and other tangible products.




(Teaching & Mentoring)

An Associate Member should have tutored students in field measurements, laboratory measurements, data analysis and interpretation, or instrument development. The teaching and mentoring should be capable of enabling students to conduct these activities on their own after one year of mentorship. Associate Members must also be able to work in a team environment and to teach students how to do so. Teaching will be evaluated by evaluations of students and of fellow faculty with whom the candidate has team-taught.

Advance:

Because ESSP is an integration of several disciplines, its requirements are an amalgam of several sets of requirements. We don't have one-size-fits-all criteria. Furthermore, ESSP differs from some academic disciplines in that the curriculum is student-structured and action-based. Therefore the real measure is what improvements faculty, working with students, make for society. This is a notoriously difficult accomplishment to measure. We will rely on a collective assessment of impact by fellow faculty, students, and external clients with whom we engage.

Assistant:



Commitment to collaborating with other ESSP faculty to address problems and opportunities that transcend individual disciplines.



Educational Leadership

Terminal Degree: Ph.D. or Ed.D.

Full Member:

(Level of Scholarly Achievement)

The publication of a scholarly book as the single author would meet the criteria. The publication of two or three scholarly book chapters, depending on the depth of scholarship and done as a single author, would meet the criteria. The accomplishment of any three to five of the other items identified in the preceding list as a single author or presenter and at a substantial level of scholarship would meet the criteria. The accomplishment of any three to five of these criteria would include at least two peer-reviewed publications in journals on the national level. A more substantial body of scholarly publication at the regional and state level that was judged to be of excellent quality might be sufficient if it also included at least another criterion. This more substantial body of scholarly publication could include how to implement best practices.

In addition, the criteria would include supervising the research work of a master's level student on the Independent Study from conception of the research idea to completion of the work. It would also include supervising the research work of a master's level student on the thesis or the specialist diploma student on the independent study. It would also include participating on the committee of a doctoral level student on the dissertation from conception of the research idea to completion of the work.

(Teaching & Mentoring)

The faculty member would need to be consistently evaluated in teaching performance as either adequate (which in Educational Leadership is taken to mean satisfactory) or excellent in probationary and third-year evaluations by department faculty and the department chair.

Associate Member:

(Scholarly Achievement)

- Either the Ph.D. or Ed.D.

(Teaching & Mentoring)

- Either the Ph.D. or Ed.D.

Advance:

A first-year faculty member with an earned doctorate would be expected to meet the requirements as described under "criteria for full membership". An experienced faculty member coming with an established and current record showing a combination or an emphasis in peer reviewed publication, funded research grants, juried scholarly presentations, and supervision of a number of doctoral dissertations would be expected to continue that performance at the rates suggested in the "Educational Leadership Departmental Criteria for Research and Writing". These scenarios seem to represent the extremes. A person in between would be expected to perform at an in-between level.

Descriptions of *Teaching* for the Department of Educational Foundations and Research

Inadequate: *Teaching* – Evidence of poor teaching; not available to students; low student evaluation ratings; inadequate research advisement.

Adequate: *Teaching* – Fair teaching and adequate research advisement; only minimally available to students; average student evaluation ratings.

Adequate-moving-to-excellent: *Teaching* – Effective teaching; recognized as a good research advisor; available to students; rated by students as a good, effective teacher.

Excellent: *Teaching* – Highly effective teaching in the classroom and as research advisor; has sustained this level of performance over the years; is available to students; has maintained consistent Good-to-Excellent ratings by students.

(9/27/2006)



Electrical Engineering

Terminal Degree: Ph.D. in Electrical Engineering or related field.

Full Member:

(Level of Scholarly Achievement)

Faculty shall have published in Journals and/or Conference Proceedings.

(Teaching & Mentoring)

Faculty shall have successfully directed thesis research of students obtaining the Master of Science degree at the University of North Dakota.

Associate Member:

(Level of Scholarly Achievement)

Faculty must show the potential to direct independent research in their field of expertise.

(Teaching & Mentoring)

Faculty must have the potential to be an effective teacher and mentor at the University of North Dakota.

Advance:

Faculty shall meet the requirements for Full Membership.

Assistant:

English

Terminal Degree: Ph.D. or for creative writers the M.F.A. Where creative writers have an M.A., significant publications will substitute for the M.F.A.

Full Member:

(Level of Scholarly Achievement)

- A sustained record of publication and scholarly presentation over several years.

(Teaching & Mentoring)

- Successful direction of M.A. student theses and success in teaching graduate courses as determined both by student evaluations and the official departmental evaluation process.

Associate Member:

(Level of Scholarly Achievement)

- The English department only hires tenure-track faculty whom it believes are ready to be nominated for Associate membership on the graduate faculty. Such faculty should have a record of presentation at scholarly conference or, for creative writers, their equivalent. Evidence of scholarly writing that is on its way to publication.

(Teaching & Mentoring)

- Excellence in teaching at the undergraduate level and the promise of similar success in graduate courses.

Advance:

- Note the differences in the two sets of criteria above.

Geography



Terminal Degree: Ph.D. in Geography or equivalent allied field

Full Member:

(Level of Scholarly Achievement)

A clear and significant record of scholarly accomplishment conducted and completed as principal investigator after receipt of the Ph.D. Primary evidence of research activities shall include publication in peer-reviewed periodicals and scholarly books. Publication of book chapters, reports in proceedings, technical reports, book reviews, research presentations at professional meetings, participation in a sponsored research grant, receipt of fellowships, and submission of grant proposals shall also be recognized as scholarly accomplishments. Research programs may be directed toward either applied or basic research, and may include philosophical, technical, regional, educational, or humanistic approaches within the field of geography.

(Teaching & Mentoring)

Have a proven record of educating graduate students as evidenced by the successful teaching of graduate level courses, and mentoring graduate student as demonstrated by the chairing of completed thesis committees or the advising of completed non-thesis independent studies.

Associate Member:

(Scholarly Achievement)

The holding of the Ph.D. in Geography (or an equivalent allied field will meet the qualifications for this category).

(Teaching & Mentoring)

The holding of the Ph.D. in Geography (or an equivalent allied field will meet the qualifications for this category).

Advance:

A faculty member must have demonstrated a clear and significant record of scholarly accomplishment conducted and completed as principal investigator after receipt of the Ph.D. Primary evidence of research activities shall include publication in peer-reviewed periodicals and scholarly books. Publication of book chapters, reports in proceedings, technical reports, book reviews, research presentations at professional meetings, participation in a sponsored research grant, receipt of fellowships, and submission of grant proposals shall also be recognized as scholarly accomplishments. Research

programs may be directed toward either applied or basic research, and may include philosophical, technical, regional, education, or humanistic approaches within the field of geography.

A member must also have a proven record of educating graduate students, as evidenced by the teaching of graduate-level courses, and the chairing of completed thesis committees or the advising of completed non-thesis independent studies.



History

Terminal Degree: In the Department of History the terminal degree is considered to be the Ph.D. However, the less common Doctor of Arts Degree (DA) and in exceptional circumstances the MFA (for an historian of art) and the MA or MS in Library Science/Archival Science would also be deemed to be terminal degrees.

Full Member:

(Level of Scholarly Achievement)

The History Department considers the following to be the minimum requirements for full membership on the graduate faculty: (a) completion of the appropriate terminal degree; (b) service on one or more graduate-level student committees - preferably as the advisor; (c) the teaching of at least one graduate-level seminar or of one of our upper division courses which carry graduate credit; and (d) evidence of scholarly development via publication of research findings (either as a monograph or as a journal article or articles - we do not stipulate a specific number. We also make allowance for the slowness of academic publishing in the humanities, thus works which are accepted and/or in press, or in the case of book-length studies, which have been contracted for by a publisher, are deemed to be strong evidence of scholarly achievement.).

We also view conference paper presentations, formal commentaries offered on conference papers and invitations to serve as a peer-reviewer of manuscripts for journals and university presses as well as invitations to write reviews of works within the scholar's field(s) of expertise as evidence of scholarly recognition. Such invitations, when accepted and successfully completed, may substitute for other forms of research/publication work listed above.

(Teaching & Mentoring)

As noted in #2 above we expect anyone seeking full membership in the graduate faculty to have served on one or more graduate-level student committees - preferably as the advisor - and to have taught at least one graduate-level seminar or one of our upper division courses which carry graduate credit.

As a department we do not separate our scholarship from our work with graduate students. Thus, every faculty member is expected to serve as a role model for our graduate students by maintaining an active research agenda and participating in the "life of the profession" at conferences, in professional associations, etc. Mentoring takes place in many different ways, and as a Department we are well aware of the role played by individual faculty members in working with our graduate students - both in and outside of the "formal" classroom setting. This awareness will always be part of the Chair's nomination of individual faculty members for full membership.

Associate Member:

(Level of Scholarly Achievement)

The History Department considers the following to be the minimum requirements for associate membership on the graduate faculty: completion of the appropriate terminal degree or ABD status with strong evidence of imminent completion.

Typically new faculty members are expected to apply for associate membership status as soon as they are hired so that they may take part in our extensive graduate program.

Because of this our recruitment strategy of the 1990's to the present has focused upon hiring those who have Ph.D. in hand and teaching experience. We do not, however, stipulate publication requirements at the time of hiring - so we do not expect this of new applicants for associate membership on the graduate faculty.

(Teaching & Mentoring)

As noted in #2 above, the History Department sees associate membership as the appropriate entry-level status for the quality of faculty we are presently hiring. Only in very rare cases would we expect a new faculty member to have any substantive experience in working with graduate students. In such cases we would typically encourage such a faculty member to apply directly for full membership on the graduate faculty.

Advance:

If the faculty member in question had been hired ABD (an unlikely occurrence), the History Department would expect completion of the terminal degree as an absolute prerequisite for advancement. In typical cases the Department would expect the following for advancement to full membership: (a) service on one or more graduate-level student committees - preferably as the advisor; (b) the teaching of at least one graduate-level seminar or of one of our upper division courses which carry graduate credit; and (c) evidence of scholarly development via publication of research findings (either as a monograph or as a journal article or articles - we do not stipulate a specific number. We also make allowance for the slowness of academic publishing in the humanities, thus works which are accepted and/or in press, or in the case of book-length studies, which have been contracted for by a publisher, are deemed to be strong evidence of scholarly achievement.).

We also view conference paper presentations, formal commentaries offered on conference papers and invitations to serve as a peer-reviewer of manuscripts for journals and university presses as well as invitations to write reviews of works within the scholar's field(s) of expertise as evidence of scholarly recognition. Such invitations, when accepted and successfully completed, may substitute for other forms of research/publication work listed above.

Extramural funding is not as much a consideration in our field as it is in many of the sciences. Thus, in very few cases would this be taken into consideration - and the lack of such funding would be viewed as the norm, not the exception to the rule.

Assistant:

The History Department has never used this category and so has never set criteria for it. Typically, "clinicians" or "practitioners" whom we might wish to utilize within our graduate program - archivists, public historians, museum curators etc. - already possess the appropriate degrees to qualify for Associate or Adjunct status. We may, however, revisit this issue in the future and would like to reserve the right to add an addendum to these criteria.

Industrial Technology

Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

- Hold doctorate; publications, one refereed, one other publication/creative activity; presentations
- Two national/international and/or presentations at the regional, national, international level
- Serve as advisor/member of a thesis committee
- Serve as advisor for and independent study for a total of three advisory activities.

(Teaching & Mentoring)

- 70% in the top two categories
- Be an active advisor for graduates
- Active curriculum/course development activities.

Associate Member:

(Scholarly Achievement)

- Publications required as part of associate members doctoral program.
- Holding of the doctorate.

(Teaching & Mentoring)

- 70% in the top two categories

Advance:

- Same as for appointment as a member in full standing.

Criteria for Graduate Faculty Status

Please add the following to the Department of Technology Criteria for Graduate Faculty Status. The graduate faculty has reviewed the criteria and agrees that it meets the minimum requirements for Assistant Membership.

Criteria for Assistant Membership

Qualifications:

The faculty member must:

- 1. Hold the Master's degree.
- 2. Be a faculty member in a NDUS sister institution.

Responsibilities:

The faculty member will:

- 1. **not** be allowed to chair an Independent Study.
- 2. teach Master of Science in Technology Education on-line courses only.
- 3. **not** serve as an advisor to students.

2-6-04

Have the
app. on adjunct
faculty.

1) Write memo to
the College Des + VPAA
office stating how long
their spot. will be +
when it will begin.
Attach resumes.

2) Apply to Grad Faculty on adjunct-

NatureShift

LINKING LEARNING TO LIFE

12/12/03

Cynthia,

Please add this
to our Graduate
Faculty membership
eligibility requirements
Thanks, Ray

Criteria for Full and Associate Graduate Faculty Status in Kinesiology:

1. Full Membership

Full membership will be available to experienced members of the University Faculty qualified to direct the research, theses, dissertations, and independent studies of graduate students.

a. Responsibilities

- Upon their election to the Graduate Faculty, full members may act as chairs of a student's faculty advisory committee, serve as principal supervisors for thesis or dissertation research, and be responsible for the advising of students.

b. Qualifications:

- Holding of a terminal degree in the field or demonstration of the equivalent scholarly or creative accomplishment. (Examples of appropriate terminal degrees would be degrees such as Ph.D., Ed.D., MD depending on the program area).
- Record of scholarly or creative accomplishment conducted and completed as principal investigator. Such accomplishment may be demonstrated by publication in outlets recognized throughout the discipline.
- Demonstration of competence in the teaching and mentoring of students at the graduate level. Demonstrated experience educating graduate students (e.g., teaching graduate level course work, chairing or serving on thesis or dissertation committees, and advising non-thesis students).

2. Associate Membership

Qualifications:

- Hold a terminal degree in the field.
- Must demonstrate to the graduate faculty in kinesiology a sufficient level of scholarship to chair a thesis (under the mentorship of a full member of the graduate faculty).

(Motion to accept S. Short, second. Guggenheimer. Passed unanimously 09-23-11)

Mathematics

Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

- Record of scholarly or creative activity as appropriate for a Mathematics department granting the M.S. degree. Normally this will be demonstrated by one or more publications in nationally or internationally recognized outlets for the discipline. Other evidence of appropriate creative activity may be determined by the Chair in consultation with the Graduate Faculty members of the Department.

(Teaching & Mentoring)

- Demonstration of competence in the teaching and mentoring of mathematics graduate students. Evidence of competence may include the teaching of mathematics courses approved for UND graduate credit; chairing or serving on thesis, independent study, or dissertation committees; or advising mathematics graduate students.

Associate Member:

(Level of Scholarly Achievement)

- Demonstrated potential for scholarly or creative activity as appropriate for Graduate Faculty in a Mathematics department granting the M.S. degree. Normally this will be demonstrated by progress leading to the submission of a publication in nationally or internationally recognized outlets for the discipline. Other evidence of appropriate creative activity may be determined by the Chair in consultation with the Graduate Faculty members of the Department.

(Teaching & Mentoring)

- Demonstration of potential competence in the teaching and mentoring of mathematics graduate students. Evidence of such potential may include the teaching of regular mathematics courses approved for UND credit, or the equivalent at other institutions of higher education.

Adjunct Membership

- Must hold an appointment as an Adjunct Faculty in Mathematics.

- A record of scholarly or creative activity as appropriate for a Mathematics department granting the M.S. degree, in the same manner as for Full Membership.

Mechanical Engineering



Terminal Degree: Ph.D. or equivalent degree

Full Member:

(Level of Scholarly Achievement)

- Candidate should have a record of continuous scholarly achievement prior to applying for full membership.
- Candidate should have authored or co-authored at least one peer-reviewed article and at least four articles in technical conference proceedings or equivalent venues.

(Teaching and Mentoring)

- Candidate should have supervised at least one student to receive an advanced degree.
- Candidate should have taught at least one graduate level course.

Associate Member:

(Level of Scholarly Achievement)

- Candidate should have published at least two articles in technical conference proceedings or equivalent venues.

(Teaching and Mentoring)

- None.

Assistant Member:

- M.S. or equivalent profession experience

Medical
Clinical Lab Science

Terminal Degree: M.S.

Full Member:

(Level of Scholarly Achievement)

- Two or more publications over five years.
- Can be chapters in books, articles in professional journals, new software development, etc.
- Presentations at state, regional and or national professional events.

(Teaching & Mentoring)

- Ability to advise students on their program of study and all aspects of their graduate experience.
- They should be able to advise students on their IP effectively.
- They should receive positive student assessment and have good report from the peer evaluation process.

Associate Member:

(Scholarly Achievement)

- One or more publications in reputable journals in the profession in the past five years, alternatively writing chapters in books or creating manuals for publications, software development in considered the same as publication of chapters
- Presentations at the state level in the past five years.

(Teaching & Mentoring)

- Positive student assessments in the course and demonstrated abilities to teach.

Advance:

- Demonstration of scholarly activity distributed at the regional or national level
- Demonstration of the ability to obtain external funds for projects
- Demonstration of very effective advising skills
- Regional or national presentations or poster session(s) in the past five years.

Assistant:

- M.S. degree in the discipline
- Person has received mentoring from an advisor
- Person has a professional development plan that meets the associate membership criteria.



Criteria for Full Membership

1. What is considered a terminal degree in your field?

Ph.D. or M.D. or Sc.D. or equivalent

2. What do the faculty in your department consider as the minimal level of scholarly achievement required for appointment to the Graduate Faculty as a Full Member?

Terminal degree from an accredited institution

At least 1 full year (usually more) of postdoctoral research training

Sufficient experience and publication record to indicate high probability of being able to establish an independent, externally funded research program and provide an appropriate training environment for Ph.D. students.

External funding desirable, but not necessary.

3. What is the demonstrated level of competence in the teaching and mentoring of students at the graduate level required for becoming a full member?

Some prior experience in teaching of undergraduate or graduate or professional students or one year of teaching experience as an Associate Member.

Criteria for Associate Membership

1. What is considered a terminal degree in your field?

Ph.D. or M.D. or Sc.D. or equivalent

2. What do the faculty in your department consider as the minimal level of scholarly achievement required for appointment to the Graduate Faculty as an Associate Member?

Terminal degree from an accredited institution

At least 1 full year (usually more) of postdoctoral research training

Sufficient experience and publication record to indicate good probability of being able to establish an independent, externally funded research program and provide an appropriate training environment for Ph.D. students.

3. What is the demonstrated level of competence in the teaching and mentoring of students at the graduate level required for becoming an Associate Member?

Some prior experience in teaching of undergraduate or graduate or professional students.

Criteria for Advancement from Associate to Full Membership

1. What do the faculty in your department consider as the minimal requirements for advancement of an Associate Member of the Graduate Faculty to Full Membership?

Meeting the requirements as stated above.

Criteria for Assistant Membership

1. What do the faculty in your department consider as the minimal requirements for appointment to the level of Assistant Member of the Graduate Faculty?

Terminal degree from an accredited institution

Active scholarly participation (teaching & or research) in the field

Music

Terminal Degree: Ph.D., D. Mus., D.M.A. or significant, professionally recognized performing experience at national and/or international levels.

Full Member:

(Level of Scholarly Achievement)

- Juried publication and/or juried presentations in significant venues or professional recognition of creative activity (e.g., in the form of invited and/or juried performances/commissions at the regional level or above, a recording contract, grants to support creative activity).

(Teaching & Mentoring)

- Prior graduate teaching experience and appropriate academic credential, sufficient to enable advisement of dissertation or scholarly projects at the master's level.

Associate Member:

(Scholarly Achievement)

- Demonstrated potential for significant scholarly or creative achievement.

(Teaching & Mentoring)

- Prior teaching experience and appropriate academic credential, sufficient to enable advisement of scholarly projects at the master's level.

Advance:

- Growth in the areas described above sufficient to enable faculty member to advise dissertation.

Assistant:

- Credential or licensure and experience in a related clinical setting.
- Demonstrated potential for significant scholarly or creative achievement.
- Prior teaching and professional experience as well as appropriate academic and professional credentials, sufficient to enable advisement of scholarly projects at the master's level.

Department of Nursing Graduate Faculty Membership Criteria

In accordance with the School of Graduate Studies Graduate Faculty Constitution, membership for Department of Nursing faculty will be based on the following guidelines.

Full Membership:

Full membership will be available to all members of the Graduate Nursing Faculty (tenure track or non-tenure track) deemed qualified by the program or track director, department, and dean to direct the research, theses, dissertations, and independent studies of graduate students. Faculty should be able to demonstrate a record of relevant and appropriate scholarly, creative or professional accomplishment.

Faculty with Full Membership will chair dissertations, projects, or independent studies for which they hold the same degree or higher.

Graduate Faculty members are encouraged to continue to develop their own programs of scholarship to include publications, grant applications, research, and scholarly presentations whenever possible and appropriate in accordance with CNPD Department of Nursing Policy 320.

Adjunct, Emeritus and Special Appointment Membership

Department of Nursing Graduate Faculty seeking other than Full Graduate Faculty Membership will be subject to the description, responsibilities and qualifications set forth in the UND Graduate Faculty Constitution <https://und.edu/academics/graduate-school/files/docs/-webforms/faculty-and-staff-forms/grad-faculty-constitution.pdf>.

Approved by Nursing Graduate Council: September 11, 2020

SCHOOL OF MEDICINE & HEALTH SCIENCES
DEPARTMENT OF OCCUPATIONAL THERAPY
HYSLOP SPORTS CENTER ROOM 210
2751 2ND AVENUE NORTH STOP 7126
GRAND FORKS ND 58202-7126
(701) 777-2209
FAX (701) 777-2212

MEMORANDUM

To: Joseph Benoit, Ph.D
Dean, Graduate School

From: Janet S. Jedlicka, Ph.D., OTR/L,
Chair, Occupational Therapy

Date: September 27, 2008

Re: Criteria for Appointment to the Graduate Faculty

CC: LaVonne Fox, Ph.D., OTR/L
Graduate Director, Occupational Therapy

The occupational therapy faculty are requesting to rescind the specific departmental criteria for occupational therapy graduate faculty and will require all occupational therapy faculty to meet the UND Graduate School Criteria for Faculty Appointment. We appreciate your assistance in facilitating this change.



Pharmacology, Physiology, & Therapeutics

Terminal Degree: Ph.D.

Full Membership:

- Level of Scholarly Activity
 - Terminal degree from an accredited institution
 - At least one full year (usually more) of postdoctoral research training
 - Record of publication as senior author in peer-reviewed journals
 - Mentor or FAC member for at least 2 consecutive years; or mentored graduate students successfully elsewhere for 2 full academic years, and supervised graduate student rotation(s) of 12 cumulative weeks and hosting or mentoring or undergraduate students for at least 12 weeks and.
- Teaching and Mentoring
 - Prior experience in teaching of undergraduate or graduate or professional students or one year of teaching experience as an associate member

Associate Membership

- Level of Scholarly Activity
 - Terminal degree from an accredited institution
 - At least one full year (usually more) of postdoctoral research training
 - Sufficient experience to provide an appropriate training environment for M.S. students
- Teaching and Mentoring
 - Demonstrated potential for independent development of graduate courses and/or individual lectures in area of expertise evident through research seminars.

Advance

- Meeting requirements as stated above.

Assistant Membership

- Terminal degree from an accredited institution. Active scholarly participation (teaching and/or research in the field).

Philosophy & Religion

Terminal Degree: Ph.D.

Full Member:

(Level of Scholarly Achievement)

(Teaching & Mentoring)

Associate Member:

(Level of Scholarly Achievement)

One book beyond the Ph.D. dissertation in the candidate's academic field, or two articles in juried academic publications in the candidate's academic field, or four invited conference presentations in the candidate's academic field, or one article in a juried academic publication and two invited conference presentations in the candidate's academic field.

(Teaching & Mentoring)

This requirement is inapplicable to a faculty member of an undergraduate department who is not a member of the Graduate Faculty, because such a faculty member has neither the opportunity to teach a graduate class, nor to serve as a member of a thesis or dissertation committee.

Advance:

Assistant:

JAN 19 2007

UND
Graduate
School**Physical Therapy Graduate Faculty Membership Qualifications****Terminal Degree:** Earned doctorate (e.g. PhD, EdD, DPT, DSc).**Full Member:****(Level of Scholarly Achievement)**

Record of scholarly or creative accomplishment conducted and completed as principal investigator, writer, or artist after receipt of degree. Such accomplishment may be demonstrated by publication or presentation in outlets recognized throughout the discipline or by regional or national recognition of creative endeavors.

(Teaching and Mentoring)

Continuing demonstration of competence in the teaching and mentoring of students at the graduate level. Demonstrated experience educating graduate students (e.g., teaching graduate level course work, chairing or serving on scholarly project, thesis or dissertation committees, and advising non-thesis students).

Associate Member:**(Level of Scholarly Achievement)**

Holding of a terminal degree in the field or demonstration of the equivalent scholarly or creative accomplishment.

Assistant Member:

Election to assistant membership will be based on academic and professional qualifications, experience, recommendation of the physical therapy department chair/program director, and approval by the dean of the school. A person must be licensed, certified, accredited and/or credentialed to practice their profession.

MEMORANDUM / UND UNIVERSITY OF NORTH DAKOTA

THE GRADUATE SCHOOL
Wayne E. Swisher, Ph.D.
Associate Dean

DATE: June 30, 2010

TO: Graduate Program Directors/
Department Chairpersons

FROM: Wayne E. Swisher, PhD *WES*
Associate Dean

Re: Graduate Faculty Criteria



The Graduate School is requesting that you review your department's 'Graduate Faculty Criteria'. Each department is required to have on file, criteria for membership to the graduate faculty. The criteria should address each level of graduate faculty membership i.e. full, associate, assistant or adjunct. The Graduate Faculty Constitution outlines the minimum criteria for graduate faculty membership at each level. If departments do not submit their own criteria for graduate faculty status, the criteria described in the Graduate Faculty Constitution will be applied to nominated faculty. We are attaching, from your department, criteria that the Graduate School has on file. If updates are required, please do so and return the criteria to: lindacampbell@mail.und.edu as well as sending the hard copy to Stop 8178, by August 1, 2010.

Please return your criteria with our without changes.

At this time since we are in the process of recruiting a new Program Director, and do not currently have specific criteria on file, we would like to continue to use this Graduate Faculty Constitution. Please call if questions -

*Rhonda McDaniel
Physician Asst. Program
777-3428*

Physics

Terminal Degree: Ph.D.

Full member:

Level of Scholarly Achievement

- At least 15 refereed full papers.

Teaching & Mentoring

- Two years teaching experience with good student evaluation.

Associate Member:

(Scholarly Achievement)

- At least 7 refereed full papers published in a recognizable journal.

(Teaching & Mentoring)

- One year teaching experience with good evaluation.

Advance:

- Published four or more refereed full papers after became an associate member.

Assistant:

- At least have an M.S. degree and four refereed full papers.



new rule

*Dear Wayne,
Please replace, under Advance, the sole item
with:*

- Published four or more refereed full papers, with UND address listed on papers after became an associate member.*

Also: requirement for Assistant is irrelevant; we will never have someone with an M.S. and expect any sort of membership or Grad. Fee regards, Steve Dan

Psychology

Terminal Degree: Ph.D.

Full member:

Level of Scholarly Achievement

- One publication per year during probationary

Teaching & Mentoring

- Acceptable student reaction

Associate Member:

(Scholarly Achievement)

- Past record of publications

(Teaching & Mentoring)

- Experience teaching graduate students

Advance:

- Publication at UND

Public Administration

Terminal Degree: Ph.D.

Full member:

Level of Scholarly Achievement

- Research productivity exemplified by at least three refereed articles or one book and one refereed article.

Teaching & Mentoring

- Taught graduate classes and served on graduate committees, acting as chair on some of them.

Associate Member:

(Scholarly Achievement)

- Research productivity exemplified by at least three conference papers or one refereed.

(Teaching & Mentoring)

- Teaching experience sufficient to provide expectation of ability to teach and mentor graduate students. Whether or not an individual had taught graduate students is not an issue. If we felt the person was qualified to teach graduate classes, we believe the person should have the rights and responsibilities of being a member of the graduate faculty.

Advance:

- Research productivity exemplified by at least three refereed articles or one book and one refereed article.
- Have taught in the graduate program at least three years.
- Supervised independent studies or served on thesis committees and/or directed readings at least three times.



Social Work

Terminal Degree:

Both the MSW degree and the doctorate are considered terminal degrees. The MSW is the terminal practice degree, and is a primary requirement for teaching practice courses. Accreditation of MSW programs requires that a majority of the full time faculty have MSW and Doctoral degrees. The doctoral degree may be in a related area. State licensing law requires a social work license for teaching, which presumes a social work degree.

Full Member:

(Level of Scholarly Achievement)

A wide variety of scholarship, including applied scholarship, would be considered appropriate for this qualification. Normally, full membership would require (1) at least several practice, policy or planning reports; (2) at least some publication in refereed journals; and (3) several publications in a variety of other venues such as research reports, book chapters, or books.

(Teaching & Mentoring)

The full member should be a regular and successful teacher of graduate courses, with an established record of original research demonstrating the ability to mentor research.

Associate Member:

(Level of Scholarly Achievement)

The associate member will need to show the qualifications to work with MSW students completing independent studies, which would include at least two of the following: (1) knowledge of research methods, (2) at least two years of practice experience with a specified client group, or (3) a doctoral degree.

(Teaching & Mentoring)

The associate member should have been a successful teacher and advisor at the graduate level.

Advancement:

Advancement would require that the above criteria for full membership have been met: Specifically, an MSW and/or doctoral degree and at least five written or published works from among the following: (1) practice, policy or planning reports; (2) publication in refereed journals; and (3) a variety of other publications such as research reports, book chapters, or books. Finally, advancement to full membership requires evidence of regular and successful teaching of graduate courses, and an established record of original research demonstrating the ability to mentor research.

Assistant:

The minimum requirement would be an MSW degree and practice expertise in the area for which the member is appointed.

Sociology Department Criteria for Membership on the Graduate Faculty at Various Ranks¹

The Department of Sociology has no specific requirements for faculty members to be appointed to the Graduate Faculty beyond those specified in the Graduate Faculty Constitution. Of particular relevance to the Department are the ranks of "Full" and "Associate" membership, the definitions of which and criteria required are excerpted below from the Graduate Faculty Constitution. These are the criteria we use in deciding to nominate a faculty member to the graduate Faculty at these two ranks.

1. Full Membership

Full membership will be available to experienced members of the faculty qualified to direct the research, theses, dissertations, and independent studies of graduate students.

Responsibilities

- Upon their election to the Graduate Faculty, full members may act as chairs of a student's Faculty Advisory Committees, serve as principal supervisors for thesis or dissertation research, and be responsible for the advising of students.

Qualifications

Fulfillment of these criteria will be determined by prospective faculty member's department.

- Holding of the highest earned degree in the field or demonstration of the equivalent scholarly or creative accomplishment.
- Record of scholarly or creative accomplishment conducted and completed as principal investigator, writer, or artist after receipt of degree. Such accomplishment may be demonstrated by publication in outlets recognized throughout the discipline or by regional or national recognition of creative endeavors.
- Demonstration of competence in the teaching and mentoring of students at the graduate level. Demonstrated experience educating graduate students (e.g., teaching graduate level course work, chairing or serving on thesis or dissertation committees, and advising non-thesis students).

Term

- Terms of full members will continue until program review or other appropriate interval and will continue thereafter upon recommendation by department/program chair or dean.

2. Associate Membership

Associate membership will be available to those members of the faculty who have yet to demonstrate the "record of scholarly or creative accomplishment" and the "demonstrated competence educating graduate students" required for full membership.

Responsibilities

- Associate members have all the privileges and responsibilities of full members except that they may not chair a doctoral student's Faculty Advisory Committee, direct the dissertation research of a doctoral student, or be eligible for election to the Graduate Committee; however, an associate member may chair a doctoral student's faculty advisory committee and direct the

¹ Approved by the UND Department of Sociology September, 2004.

dissertation research if approved by the Dean of the Graduate School and under the direction of a mentor appointed by the Dean of the Graduate School.

- Upon their election to the Graduate Faculty associate members may be appointed as chairs of thesis Advisory Committees, advisors for non-thesis students, or as members of Thesis and Dissertation Advisory Committees.

Qualifications

- The holding of the highest earned degree in the discipline or its equivalent in accomplishment will meet the qualifications for this category.

Term

- Terms of associate members will continue until program review or other appropriate interval and will continue upon recommendation by department chair or dean.

Space Studies

Terminal Degree: In the "home" discipline.

Criteria for Full Membership

1. What is considered a terminal degree in your field?

Terminal Degree in the "home" discipline.

2. What do the faculty in your department consider as the minimal level of scholarly achievement required appointment to the Graduate Faculty as a Full Member?
The Graduate Committee will use this information as a guide in evaluating applications. Please provide specific information regarding publication record, extramural funding and prior experience with students

Record of scholarly activity as evidence by publications in peer-reviewed journals, external grant applications, professional service that shows national and international recognition

3. What is the demonstrated level of competence in the teaching and mentoring of students at the graduate level required for becoming a full member?

Teaching and mentoring of graduate students.

Criteria for Associate and Full, we follow the Grad School Constitution, but expect that **Associate Members** can chair committees as outlined in the Grad School Constitution.



From: Shan de Silva <desilva@space.edu>
To: Carol Hjelmstad <carol.hjelmstad@mail.und.nodak.edu>
Date: 9/20/2004 10:51:31 AM
Subject: Re: Request for Space Studies Graduate Faculty

Carol

Our criteria are

- 1) Terminal Degree in the "home" discipline.
- 2) Record of scholarly activity as evidenced by publication in peer-reviewed journals, external grant applications, professional service that shows national and international recognition
- 3) Teaching and mentoring of graduate students.

For Associate and Full, we follow the Grad School Constitution, but expect that Associate Members can chair committees.

Shan de Silva

The can, if they gain approval from the Dean of the Grad. School + are under the direction of a mentor appointed by the Dean (p. 2) - Constitution

Carol Hjelmstad wrote:

- >Dr. De Silva:
- >
- >Attached is a document which was sent to all department chairs
- >requesting Graduate Faculty Criteria for their areas. Space Studies
- >does not have criteria in place for their faculty.
- >
- >On Monday, September 20, 2004, the Graduate Committee will be given
- >nomination packets for Faculty wishing to become members. Please
- >provide us with a copy of your departments criteria (paper or
- >electronic) before Monday, September 20 at 12 noon.
- >
- >If we do not receive a copy, we will revert back to the Graduate
- >Faculty Constitution.
- >
- >Please let me know if you have questions. Thanks for your help!
- >
- >Carol Hjelmstad
- >Administrative Officer
- >UND - Graduate School
- >P.O. Box 8178
- >Grand Forks ND 58202-8178
- >(701) 777-2786
- >1-800-CALL-UND
- >Carolhjelmstad@mail.und.nodak.edu
- >

--
 Professor and Chairperson
 Department of Space Studies
 526 Clifford Hall
 4149 Campus Road
 University of North Dakota



Graduate Faculty Membership Criteria

Department of Teaching & Learning

Approved by TL Faculty on 12 May 2004

Terminal degree: Ph.D. or Ed.D.

1. Full Membership

- Hold highest degree in the field
- Record of scholarly accomplishment conducted and completed as principal investigator or writer. Such accomplishment may be demonstrated by publication in outlets recognized throughout the discipline.
- Demonstration of competence in the teaching and mentoring of students at the graduate level.
- Demonstrated experience educating graduate students (i.e., competency should be demonstrated in at least two of the following areas: teaching graduate level course work, chairing thesis or dissertation committees, serving on thesis or dissertation committees, and advising non-thesis students).

2. Associate Membership

- Hold the highest earned degree in the discipline
- Must demonstrate to the Department Chair of Teaching and Learning, a sufficient level of scholarship to chair a thesis or doctoral committee (under the mentorship of a full member of the Graduate Faculty)

3. Assistant Membership

- Election to assistant membership is based on professional qualifications, experience, recommendation of the department chair, and approval by the EHD dean.

4. Adjunct Membership

- Requires that an appointment be made as a university adjunct professor
- Hold highest earned degree in his or her field
- Demonstrate scholarly activity in peer-reviewed outlets recognized throughout the discipline

5. Emeritus Membership

- Anyone who achieves emeritus status in their department and has been a member of the Graduate Faculty will retain the rights of their graduate faculty status.

6. Special Appointment

- Normally, expected to hold a terminal degree in discipline and record of research accomplishments, and service on advisory committees appropriate to special appointment

SEP 12 2007

No changes
KmaTheatre
Arts

Criteria for Graduate Faculty Status

Criteria for Full Membership

1. What is considered a terminal degree in your field

Theatre has two terminal degrees. Scholars of dramatic literature, theatre history, dramatic theory and criticism, and performance theory generally hold a Ph. D. Professors whose training and/or professional experience focuses on practical aspects of theatre and who specialize in areas of performance such as acting, directing, and design generally hold a Masters of Fine Arts degrees. Persons who specialize in dramaturgy or theatre management may hold either a Ph. D. or an MFA. Please note that an MFA is different from a Master's degree. An MFA is a terminal degree.

2. Minimal level of scholarly achievement required for a Full Member

In our particular department, which is relatively small, professors are expected to maintain both a scholarly profile and a performance vitae. Because of the multiple demands, we place less emphasis on publication since our faculty must meet the research demands of performance as well as scholarly writing. That said, we expect Ph. D's to demonstrate some publication, but have no specific number of publications or description in our criteria for advancement to full membership on the graduate faculty. We do expect the professor to be active and demonstrate new work (presentations at conferences or publications) annually. Should we add to our faculty, we may be able to afford the luxury of giving faculty released time for scholarly research for book length work. That is not possible at this time.

3. Demonstrated level of competence in the teaching and mentoring of students

Faculty members are expected to have served on at least two thesis committees and to have chaired at least one thesis. They are expected to have taught or mentored graduate students in class or in production work.

Criteria for Associate Membership

1. What is considered a terminal degree in your field:

An M.F.A or a Ph. D.

2. Minimal level of scholarly achievement required for an Associate Member

Associate status requirements vary for each faculty member and is dependent on one's background. Experience in professional and/or educational theatre is generally equal to scholarly work. We expect a demonstration of promise for publication from scholar

3. Demonstrated level of competence in the teaching and mentoring of students

For those faculty who have a significant background in professional theatre, consideration is given to any teaching the candidate has done in his or her professional capacity. Fore example, we recently hired a faculty member who had

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For those faculty who have a significant background in professional theatre, consideration is given to any teaching the candidate has done in his or her professional capacity. For example, we recently hired a faculty member who had managed her own teaching studio for actors. For faculty who have a stronger teaching background from previous employment, we expect a demonstration of teaching graduate level classes, serving on thesis committees, or, at least, teaching upper level undergraduates.

Criteria for Advancement from Associate to Full Membership

1. Minimal requirements for advancement of an Associate member of the Graduate Faculty to Full Membership

We expect new work in one's area of specialization (production or scholarship) and the experience of serving on at least one thesis committee. In addition, we expect the faculty member to have taught and/or mentored graduate students at this university.

Criteria for Assistant Membership

1. Minimal requirements for appointment to the level of Assistant Member of the Graduate Faculty

The Department of Theatre Arts does not anticipate a need for Assistant Membership for faculty at this time.