

Criteria for Graduate Faculty Membership

Department of Chemistry

East Carolina University

Procedure:

Appointments to the graduate faculty in the Department of Chemistry will follow the procedures and policies as outlined in Part II, Section IV of the *ECU Faculty Manual*. Appointment to the graduate faculty is for five years. For faculty on probationary appointments, the term on the graduate faculty is coterminous with the length of that appointment or four years, whichever is longer. Tenure-track faculty will be re-nominated for the graduate faculty as part of the contract renewal process immediately prior to the expiration of the term on the graduate faculty.

To hold, change or retain graduate faculty status, a faculty member should meet the criteria outlined below and submit a current *curriculum vita* limited to the last five years with a cover letter requesting the desired graduate faculty membership status to the graduate program committee. The letter should briefly summarize the supporting evidence relevant to the desired graduate faculty status. Other supporting documentation may be submitted for consideration. The graduate committee will then place the materials in the main office for review by all Associate Graduate and Graduate Faculty members at least one week prior to the next regularly scheduled faculty meeting or called graduate faculty meeting. At said meeting, all Associate Graduate and Graduate Faculty members who meet the requirements of voting faculty as defined in the *Chemistry Code* minus the candidate will vote by secret ballot on the recommendation for the nomination. A positive vote as determined by a simple majority will initiate the approval process beginning with the unit administrator.

Criteria:

There are four types of memberships in the graduate faculty. The minimum criteria needed to be eligible for membership in each category are as follows.

Graduate Faculty Members

Graduate faculty members are eligible to serve on the Graduate Curriculum Committee, may serve as a Director of Graduate Studies, may teach graduate classes, may chair

doctoral or master's committees, and may be a member of doctoral or master's committees.

Qualifications for Graduate Faculty members include:

- The highest earned degree in the field.
- Demonstrated evidence of success in research/creative activity, including but not limited to:
 - Being corresponding author of multiple research publications
 - Being co-author of multiple research publications
 - Multiple applications for external grants
 - PI or co-PI on external research grant(s)
 - PI or co-PI on internal research grant(s)
 - Corresponding author on poster/oral presentations and invited seminars
 - Reviewing grants for external agencies
 - Invited referee for peer reviewed journals
 - Serving as Editor of a Journal or monograph
- Demonstrated evidence of successful graduate teaching, including but not limited to:
 - Teaching graduate courses at the 5000 level or above
 - Development of Graduate Curriculum
 - Service on the Graduate Program Committee
 - Service as Director of Graduate Studies
- Demonstrated evidence of successful supervision of research or creative activity, including but not limited to:
 - Satisfactory performance as Chair of Thesis/Dissertation Committees
 - Serving on thesis/dissertation committees
- In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Associate Graduate Faculty Members

Associate Graduate Faculty members may serve as Director of Graduate Studies, may teach graduate classes, may chair doctoral or master's committees, and may be a member of doctoral or master's committees.

Qualifications for associate graduate faculty members include:

- Highest earned degree in the field.
- Demonstrated evidence of success or the potential for success in research/creative activity, including but not limited to:
 - Being corresponding author of research publication(s)
 - Being co-author of research publication(s)
 - Corresponding author on poster/oral presentations and invited seminars
 - Reviewing grants for external agencies
- Demonstrated evidence of successful graduate teaching or the potential of such success.
- Demonstrated evidence of successful supervision of research or creative activity or the potential for such success.
- In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

The criteria for associate graduate faculty members to chair doctoral committees are the same as the criteria for appointment as associate graduate faculty status.

Graduate Teaching Faculty Members

Graduate Teaching Faculty members may teach masters or doctoral classes as appropriate for their background, certification, and experience and may be the fourth member of a thesis or dissertation committee upon certification of appropriate experience or expertise by the unit administrator.

Qualifications for graduate teaching faculty members include:

- Highest earned degree in the field.
- Demonstrated evidence of success or the potential for success in graduate teaching.
- Evidence of professional growth, e.g., completion of continuing education, participation in relevant seminars, or other professional activity.
- In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

External Thesis and Dissertation Committee Members

Individuals external to ECU with demonstrated expertise in the area of study in a thesis or dissertation may serve on, but not chair, a thesis or dissertation committee. The external member should have a terminal degree in an appropriate discipline or extensive professional experience.

Following approval by the Director of Graduate Studies and the unit graduate faculty members serving on the thesis or dissertation committee, the Director of Graduate Studies will submit a letter of request for approval of the appointment to the Dean of the Graduate School outlining the person's credentials (academic CV or resume) as related to the specific thesis or dissertation.