

PASSED BY THE GRADUATE FACULTY  
ON OCTOBER 22, 1992

DEPARTMENT OF CURRICULUM AND INSTRUCTION  
GRADUATE FACULTY MEMBERSHIP PROCEDURES

Procedures

- A. Process used to develop graduate faculty membership criteria: A discussion document was drafted by a faculty committee. That document was the focus of discussion at a meeting of the department graduate faculty. As a result of that discussion, a second generation document was drafted, discussed by the graduate faculty, and adopted as amended.
  
- B. Committee responsible for making determination or recommendations: The basic responsibility for determining Graduate Faculty Membership resides with the Graduate Faculty. The Graduate Faculty will meet as a committee of the whole to consider applicants for Graduate membership. Specific responsibility for the preparation of formal application material resides with the individual faculty member.
  
- C. Role of the faculty/chairperson: The Graduate Faculty, meeting as a committee of the whole, will examine each applicant's submitted materials in relation to the specific criteria. The chairperson of the department may be asked to provide additional information and insight relevant to the application.
  
- D. Process for informing faculty members: Prior to September 1 of each academic year, the department chair will notify each faculty member of their graduate faculty status; inform them of the criteria for membership; process for application; time lines for the process; and provide the appropriate written forms and guidelines for the preparation of application material.
  
- E. Departmental appeal process: The department chair will notify faculty requesting graduate faculty membership as to the action on their application. Faculty wishing to appeal the decision may request a review based upon existing or expanded application material. Such a request for review must be made in writing within two calendar weeks of notification to faculty. The Graduate Faculty will conduct that review expeditiously within the operational university time lines. Further appeal of the action in this regard will be to the Dean of the College of Education.

Department of Curriculum and Instruction Graduate Faculty  
Membership Criteria

Introduction

The College of Education is a professional school. Therefore the Department of Curriculum and Instruction graduate faculty has a practicing professional responsibility as well as a more narrowly defined academic one. Graduate Faculty membership shall be based upon:

1. Adequate training or education including terminal qualifications in the field.

Graduate faculty will have a terminal degree in a field of study directly related to curriculum offered by the department. Initial graduate study or continuing professional development will be directly related to a faculty member's graduate teaching and advising responsibilities.

2. Active participation in research including significant publication in the field and for significant contributions to the applied and creative arts in the candidate's field.

Graduate faculty will demonstrate continuing scholarly inquiry and productivity through substantial publication and professional presentations. Published material should appear in books, journals, and other publications which enjoy respect across the profession and in the particular field of study. Presentations should be made at professional meetings judged to be significant in a particular aspect of professional practice or scholarly inquiry. Graduate faculty publications and presentations must include those which are national in scope, participation, circulation, distribution, and recognition.

Disciplined inquiry and scholarship may also be demonstrated through the design and development of creative works or products. Such creative works or products include, among others, original writing for children's literature or the design of instructional materials. To meet the requirements of these criteria such creative works must be commercially produced and nationally distributed.

3. Evidence of effective teaching at the graduate level.

Membership on the graduate faculty will be preceded by graduate teaching and advising experience designed to serve the continuing professional development of the faculty member. Effective graduate teaching and advising will be determined by student evaluation and peer review.

4. Ability to supervise master's thesis and doctoral dissertations.

Evidence of a faculty member's ability to supervise graduate student research and writing should be identified in initial graduate study and scholarly productivity. Membership on the graduate faculty will be preceded by participation in the supervision of student research and writing as a means of facilitating the continuing professional development of the faculty member.

5. Activities which are recognized or commended by professional organizations in the candidate's field.

Graduate faculty in the Department of Curriculum and Instruction should have continuing, sophisticated, and substantial interaction with education professionals from schools, R & D organizations, education products companies, and other education agencies.

Evidence of such interaction might include, but is not limited to, membership and regular participation in the meetings of at least one significant national professional organization and at least one significant state professional organization directly related to the faculty member's department responsibilities.