

## Graduate Faculty Checklist

All tenure-track faculty, who have completed their dissertation and have been awarded their PhD degree, will automatically be nominated by their chair for Associate or Graduate faculty status applying the criteria in Appendix F of the *East Carolina University Faculty Manual*. Tenure-track MD faculty with research experience and interest may also be nominated by their chair. Upon completion of the person's first five years as a faculty member, he/she will be required to meet the criteria as set forth in the checklist below for re-nomination to graduate faculty status. If the new tenure-track faculty member does not have prior experience at an institution of higher education in either a post-doc or teaching position, that person will not be eligible to chair a dissertation committee for one year. That person may, however, co-chair a dissertation committee during that first year.

Faculty members may request to change or renew their graduate faculty status at the time of the annual review of faculty in the spring of each academic year by submitting a memo to this effect, a copy of the Graduate Faculty Checklist, and a current *vita* to the Chair of the Personnel Committee.

To objectively document eligibility for membership in the graduate faculty the following criteria will be used. Place a check in each activity that applies. Note some activities are duplicated and some have two checks.

### Graduate Teaching/Mentoring Activity

- Directed a graduate student thesis/dissertation
- Served on a graduate student's thesis/dissertation committee
- Served as major advisor of graduated graduate student
- Mentored a graduate students professional paper
- Supervised the research of a graduate/medical student or resident
- Supervised postgraduate instruction/training
- Developed a new graduate level course
- Taught a portion of a graduate/medical course
- Served as a course director for graduate/medical course
- Served as Departmental/Program Graduate Director
- Served as Clinical Clerkship Director

### Research or Creative Productivity

- Senior author of a research paper in a peer-reviewed journal
- Senior author of a research paper in a peer-reviewed journal
- Author of a book or book chapter
- Co-author, but not senior author in a peer-reviewed journal
- Co-author, but not senior author in a peer-reviewed journal
- Presented a poster, paper or invited seminar
- Reviewed journals or abstracts
- Served on the editorial board of a journal or monograph
- Reviewed research proposals for granting agencies
- Applied for an external research grant
- Received an external research grant
- Received an internal research grant