

Graduate Faculty Appointments

The graduate faculty exercises the authority within the University for the development of general policies and procedures for all graduate courses and programs as noted in Appendix F of the *East Carolina University Faculty Manual*. To change or renew graduate faculty status, a faculty member should meet the criteria as outlined below.

If in a department with a graduate program, faculty applicants should submit a copy of the Graduate Faculty Checklist and a current vita to the Chair of the Departmental Personnel Committee at the time of the annual report. The Chair of the Personnel Committee will schedule a meeting of the Department's graduate faculty to review the materials. Upon recommendation of the Department's graduate faculty, the Department Chair will forward the nomination to the Associate Dean for Research and Graduate Studies of the Brody School of Medicine who will forward it to the Dean of the Graduate School.

If in a department **without** a graduate program, faculty applicants should submit a copy of the Graduate Faculty Checklist and a current vita to the Chair of the Department for recommendation. The Chair will forward the application and recommendation to the BSOM Office of Research and Graduate Studies for approval by the Graduate Studies Committee. Upon recommendation of the Graduate Studies Committee, the Chair of the Graduate Studies Committee will forward the nomination to the Associate Dean for Research and Graduate Studies of the Brody School of Medicine who will forward it to the Dean of the Graduate School.

Each nomination will state the type of appointment and contain evidence that the nominee has satisfied the Department's criteria for the type of membership sought. In compliance with Appendix F, for individuals with permanent tenure, appointment to the graduate faculty is for five years. At the end of the term, the appointment will be reviewed within the department in the manner outlined for initial appointments except that the focus will be on the activity during the five years immediately preceding the evaluation. Appointments are for the length of current contract for non-tenured faculty (e.g., probationary-term, fixed-term).

1. Types of Memberships and Criteria

There are five types of memberships in the graduate faculty. Minimum criteria for membership eligibility in each category and brief descriptions of relevant rights and privileges are as follows (See Appendix F of the *East Carolina University Faculty Manual* for details).

- a. Graduate Faculty Membership: A faculty member should have 10 or more total checks with at least 3 in each activity group using the activities described below. May serve on the ECU Graduate Assembly or the Administrative Board of the Graduate School, teach graduate courses, chair theses/dissertations, and serve on thesis/dissertation committees.
- b. Associate Graduate Faculty Membership: A faculty member should have 6 or more total checks with at least 2 in each activity group using the activities described below. May serve on the ECU Graduate Assembly, teach graduate courses, chair theses and dissertation committees, and serve on thesis/dissertation committees.
- c. Graduate Teaching Faculty Membership: Criteria stated in Appendix F apply. At BSOM may teach graduate courses and serve on but not chair thesis/dissertation committees.
- d. Ex-officio Graduate Members of the Graduate Faculty: Criteria in Appendix F apply.
- e. Adjunct Members of the Graduate Faculty: Criteria in Appendix F apply.

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