

Policies and Procedures: Department of English Graduate Faculty Membership

Revised 11/19/24

I. Levels of Membership

The Graduate Faculty of the Department of English comprises two levels of membership:

A. Associate Members (Level 1): Associate Members may teach at the graduate level, serve on both master's and doctoral advisory committees, and chair master's-level advisory committees.

B. Members (Level 2): Members may, in addition, direct doctoral dissertations.

II. Criteria for Appointment

A. Associate Members (Level 1) Criteria for New Faculty Members

- a. Appropriate terminal degree (ordinarily the doctorate) or the equivalent in training, ability, and experience
- b. Full-time tenure-track appointment at rank of Assistant Professor or higher
- c. Promise as a graduate teacher and as a publishing scholar or creative writer

B. Members (Level 2)

- a. Appropriate terminal degree (ordinarily the doctorate) or the equivalent in training, ability, and experience
- b. Full-time tenure-track appointment at the rank of Assistant Professor or higher
- c. Research or creative contributions as indicated by
 - At least three substantive articles in refereed journals or chapters in refereed collections published or accepted for publication during the seven years prior to nomination, or reappointment, or
 - A refereed scholarly book, edition, or monograph published or accepted for publication for the first time during the seven years prior to nomination, or reappointment, or

- Substantive creative work published for the first time or accepted for publication during the seven years prior to nomination, or reappointment, or
- Substantive development or application of information technology for research purposes during the seven years prior to nomination, or reappointment. Instructional use may be a secondary purpose. This work will be considered in place of one or more articles.

d. Contributions to graduate teaching as indicated by

- Three years of participation in this or another graduate program, normally including service on at least one examining committee for a doctoral student, either the General Doctoral Examination (written and oral portions) or the Final Oral Examination.
- Experience in directing independent research through such forms as directed individual study projects, undergraduate honors theses, and master's degree portfolios. Substantially helping to direct a doctoral student's dissertation, though not as chair of the advisory committee, can also satisfy this criterion.
- Demonstrated skill in graduate teaching in this or another graduate program.

A. Associate Members (Level 1) hold a seven- year, non-renewable appointment.

B. Members (Level 2) hold a seven-year appointment and may be nominated for reappointment at any time during the last year of their terms.

C. Faculty who have not maintained Graduate Faculty status may request reappointment to membership at Level 2. The term of membership is seven years.

III. Terms of Appointment

IV. Procedures for Nomination

A. Appointments

a. Associate Members (Level 1)

In the case of **new faculty members**, nomination to the Graduate Faculty should be made by the Department Chair as soon as possible after tenure track appointment to the faculty. The candidate will be asked to visit the current Graduate Faculty database on the web in order to upload a copy of his or her curriculum vitae and answer a series of questions based on the English Department's criteria for initial appointment. In approving the nomination through the database, the Department Chair vouches for the accuracy of the information contained in the nomination materials and certifies that the departmental procedures approved by the Graduate Council have been followed. Upon approval, the nomination materials are automatically forwarded to the Graduate School for review and approval by the Graduate Dean.

In the Department of English **initial** appointment to Level 1 Membership does not require a vote of Graduate Faculty members.

b. Members (Level 2)

An Associate Member (Level 1) may be nominated to become a Member (Level 2) at any time during his or her seven-year term of appointment. In the case of faculty members already on appointment in the department but not members of the Graduate Faculty, nomination to the Graduate Faculty should be requested of the Director of Graduate Studies or the Department Chair. In all cases, the candidate will be asked to visit the current Graduate Faculty database (G-FAST) order to upload a copy of his or her curriculum vitae and answer a series of questions based on the English Department's criteria for appointment. The candidate will also prepare

1. A complete list of the answers provided to the Graduate School Graduate Faculty database.
2. An updated CV that highlights the required scholarly or creative publications produced within the past seven years. The CV should also list all graduate courses taught; all PhD and master's level advisory committees the candidate has served on; and all department service or committee work related to graduate studies.

The Department Chair will make these materials available for review by all Members of the Graduate Faculty in the department. Graduate Faculty Members who feel they require additional evidence that the candidate meets the established criteria may request, through the Department Chair, that the candidate provide copies of other relevant materials, such as publications, syllabi and assignments, or teaching evaluations. The Department Chair will then conduct a vote by secret ballot on the proposed nomination. If at least two-thirds of those voting support the proposed

nomination (provided that this number constitutes a majority of those eligible to vote), the results of the vote as well as the number of Members eligible to vote will be approved by the Department Chair and forwarded for action to the Dean of the Graduate School.

B. Reappointments

Current Members (Level 2) will be contacted by the Graduate School with instructions for initiating their reappointment for a new seven-year term. The candidate will be asked to visit the current Graduate Faculty database (G-FAST) in order to upload a current copy of his or her curriculum vitae and answer a series of questions based on the English Department's criteria for reappointment. The candidate should then submit the same materials as outlined above for initial appointment to the Department Chair, who will make these materials available for review by all Members (Level 2) of the Graduate Faculty in the department. The Department Chair will then conduct a vote by secret ballot on the proposed nomination. If at least two-thirds of those voting support the proposed nomination (provided that this number constitutes a majority of those eligible to vote), the results of the vote as well as the number of Members eligible to vote will be approved by the Department Chair and forwarded for action to the Dean of the Graduate School.

Policy Regarding Graduate Faculty Status for Faculty Outside of the Auburn English Department:

There are two situations when graduate faculty status may be granted to faculty outside of the Auburn English department:

- 1) When a Level 2 member of the Auburn English department takes a job at another institution but wishes to continue serving on a current PhD student's dissertation committee. We wish to designate this level 2A.
- 2) When there is a clear need in expertise not represented by the existing Level 2 faculty within the department or university. We wish to designate this level 2B.

The criteria for Appointment to Level 2A matches that for Level 2 as expressed above in section II.B. The criteria for Level 2B may be found below.

Level 2A Requirements:

Candidates must have achieved Level 2 status within the department.

Candidates must consult with the Director of Graduate Studies and the Department Chair regarding their desire to maintain their Level 2 status until their PhD students defend their dissertation. As long as the candidates are still within the 7-year term that they began while in the Auburn English Department, they will not need to reapply.

Level 2A Duties:

May serve in place of the required second Level 2 professor on examination and dissertation committees and may direct dissertations.

Level 2B Requirements

Candidates must be sponsored by the major professor and must be nominated in writing one semester prior to the semester during which the student plans to take examinations or begin the dissertation.

Candidates must submit materials and then be voted on by the English graduate faculty.

Candidates must be tenure-track or research professors holding the rank of assistant or associate professor. They must meet criteria A, C, and at least one of the items in category D on the stated requirements for Level 2 status (Section II above).

Level 2B Duties:

May serve in place of the required second Level 2 professor on examination and dissertation committees but may not direct dissertations.