

**Procedures and Criteria for Reviewing and Retaining Members
on the Graduate Faculty**

Name of Unit: _____

Signature of Department Chair/Dean: _____ **Date:** _____

Signature of Academic Dean: _____ **Date:** _____

Dean of the Graduate School: _____ **Date:** _____

Procedure:

All tenured and tenure track faculty members in [name of unit] will be reviewed periodically for retention on the Graduate Faculty. Retention reviews shall coincide with the faculty member's regular third-year review, tenure and promotion reviews, and post-tenure reviews, but are a separate processes and specific criteria apply.

It is the responsibility of the faculty member to maintain and assemble relevant documents for the review file (which can be the same file used for the third-year review, tenure and promotion review, or post-tenure review). After reviewing the file, faculty members in the [name of unit] who are regular members of the Graduate Faculty shall meet to discuss the faculty member's accomplishments relative to the unit's criteria for retention on the Graduate Faculty. A paper ballot is distributed and the results are conveyed to [the chair of the department or dean]. [Note: The unit may wish to specify a certain level of approval for a positive recommendation (e.g. majority, two-thirds, etc.). The unit may also wish to note whether the vote of the faculty is determinative or only advisory to the chair or dean.] [The chair or dean] sends a memo to the Graduate School and to the faculty member indicating the decision to recommend retaining or not recommend retaining membership on the Graduate Faculty.

A person receiving a negative recommendation may request that the faculty reconsider its recommendation and has an opportunity to provide additional documentary evidence. The final decision to retain or deny a request for retention on the Graduate Faculty rests with the Dean of the Graduate School in consultation with the Graduate Council. Appeals of decisions to deny membership on the Graduate Faculty may be made to the Membership Committee of the Graduate Council. Persons who have been denied membership on the Graduate Faculty may reapply annually through the normal procedures of [name of unit].

Criteria:

Three criteria are considered in the decision to retain membership on the Graduate Faculty:

- Graduate Teaching: The faculty member must have a documented record of satisfactory teaching in graduate courses.
- Mentoring Graduate Students: The faculty member must have a documented record of successfully directing graduate student research and/or creative activity.
- Scholarship and/or Creative Activity: The faculty member must have a documented record of scholarship and/or creative activity judged by his or her colleagues to be satisfactory.

[The unit should insert language that provides fuller elaboration of what constitutes “satisfactory.” Departments or colleges are encouraged to refer to standards already existing in their tenure and promotion or post-tenure review criteria.]