

Department of Biology Criteria for Graduate Faculty Status

Full-time tenured, full-time tenure-track, non-tenure track, and adjunct faculty in the Department of Biology at UCA are eligible for Graduate Faculty Status. The conditions and procedures for appointment and reappointment and the length of the terms are detailed below. Recommendations, based on the criteria below, are made by the Biology Graduate Committee, the department chair, and college dean, who forward their recommendation to the Graduate Council for consideration.

A. Full-time tenured and tenure-track faculty (Graduate Faculty)

A tenure-track or tenured faculty member is required to have Graduate Faculty status in order to teach graduate courses and to serve as primary advisor for graduate students.

1. Initial three-year term: Initial membership is for a three-year term and is intended for newly-hired tenure-track faculty or faculty who are assigned graduate teaching responsibilities for the first time. Subsequent renewal for tenure-track faculty may take place in conjunction with or soon after the mid-tenure review leading to continued membership for the remainder probationary period (i.e., a second 3-year term).

To be eligible for the initial term, the faculty member must have a terminal degree in their area of expertise (i.e., Ph.D., M.D., etc.).

2. Subsequent 3- or 8-year renewals: Faculty with graduate faculty status may be eligible for reappointment for either 3- or 8-year terms. Three year terms are intended for tenure-track faculty and for faculty for whom the eight year term is not deemed appropriate. Evaluations should be conducted in the fall semester of the final year of the previous term. Renewal criteria for graduate faculty status consist of demonstrated efforts in teaching, research, and service during the previous 3- or 8-year term.

Teaching: Recommendation for Graduate Faculty status will be based upon the demonstration of effective teaching in **either** of the areas below:

- (1) Satisfactory performance (as determined by departmental and student evaluations) in teaching graduate level courses. Courses considered include both double listed (4000/5000 level) and/or 6000 level courses
- (2) Curricular development of new or existing graduate courses

Research: It is the expectation of the Biology Department that to qualify for Graduate Faculty status, the Faculty member must demonstrate consistent effort in research and scholarship. In seeking renewal, performance in **one** of the following research areas during the previous Graduate Faculty term will be considered:

- (1) Publications. Book chapters, research papers, reviews, and commentaries will be considered. The contribution of the faculty to the work will be taken into consideration.
- (2) Grants. Applications and/or receipt of internal or external support will be considered.
- (3) Presentations. Talks and/or posters at regional, national or international meetings.

Service: Satisfactory professional service may be evidenced in any **one** of the following areas:

- (1) Mentoring of thesis-track graduate students, both as the primary advisor or as a member of student thesis committees
- (2) Serving as a reviewer of scientific publications or grants (state or federal)
- (3) Serving on the editorial board of a scientific journal
- (4) Presenting workshops or in-service courses
- (5) Serving as an officer or committee member in a state, regional, or national professional organization
- (6) Organizing a state, regional, or national professionally related conference
- (7) Providing service to a regional, state, or national professional organization

B. Non-tenure-track faculty (Associate Graduate Faculty)

Associate Faculty status is intended for non-tenure track or non-research active faculty members primarily so that they may design and/or teach graduate level courses and serve as primary advisor to non-thesis students. Initial membership is for three years. Subsequent renewal may be for three or eight years.

For appointment to Associate Graduate Faculty, the following criteria must be met:

- (1) Two or more years of teaching service at UCA with a record of satisfactory performance (as determined by departmental and student evaluations).
- (2) Terminal degree in their area of expertise

AND

Any **one** of the following:

- (1) Relevant presentation(s) or workshop(s).
- (2) Relevant publication(s).
- (3) Advanced certification or training in relevant area.
- (4) Evidence of successful graduate student mentoring (e.g. primary advisor to non-thesis students, membership on graduate student committees, teaching graduate courses).

C. Affiliated (Adjunct) Graduate Faculty

Affiliated Graduate Faculty is typically intended so that an adjunct faculty may teach a specific graduate course in their area of expertise. Adjunct faculty are appointed to graduate status for a specified period as defined in the letter of appointment.