

DEPARTMENT OF ENGLISH

GRADUATE FACULTY MEMBERSHIP (GENERAL CRITERIA)

1. Membership: Graduate Faculty in the Department of English are those tenure-track and tenured assistant, associate, and full professors and ranked renewable term professors who may teach graduate courses (5000/6000 levels), serve on master's committees, direct master's theses, and serve on doctoral committees. Graduate Faculty status will be reviewed every seven years. Graduate Faculty members will normally be those with a terminal degree, either the PhD (or equivalent such as the DPhil) or MFA, in one of the department's teaching or research areas.¹ Further, they will have demonstrated a continuing research interest in the fields in which they expect to teach and direct graduate work. Such professional interest shall be demonstrated by some or all (but not merely one) of the following:

- a. scholarly (or creative, as appropriate) publication in the field;
- b. receipt of funding for major research projects;
- c. awards and special recognition for research in the field;
- d. significant and frequent contributions to the participation at professional conventions and meetings;
- e. recent experience teaching in the relevant field at the graduate level.

2. Membership with Dissertation Endorsement: Those being considered for Graduate Faculty membership for the first time may also receive an endorsement to direct doctoral dissertations.

The Graduate Committee's dissertation endorsement will be given to those with doctoral

¹According to the ADE Ad Hoc Committee set up by the MLA (Modern Language Association) and ADE (Association of Departments of English) in 2011: "with few exceptions the MFA is considered a terminal degree, the possessors of which are treated much like PhD holders—that is, they can obtain tenure, unlike holders of the MA in many institutions." (p. 7). See: <https://www.mla.org/pdf/2011adhocrpt.pdf>. An MFA is the minimum qualification for Creative Writing Faculty to serve on graduate committees.

degrees or the equivalent and the successful demonstration of research and publication in the field of specialty. Such publication will usually take the form of a series of articles in peer-reviewed professional journals and book chapters, scholarly books published by university and commercial presses, and/or tenurable projects (e.g., substantial digital, film, or community engaged scholarship). The membership recommendation with a dissertation endorsement will be communicated by the Graduate Director to the Departmental Chair, who, in turn, may choose to advise that the Graduate Dean grant such membership.

3. Special Member: Faculty eligible for Special Membership in the Graduate Faculty are those holding the terminal degree, as defined above, and who meet the criteria for specified graduate faculty privileges, listed below. The Special Member will send their CV to the Graduate Liaison, who will determine their eligibility in consultation with the graduate committee. The Graduate Liaison will then forward a request to the Graduate College for approval of SM status. The reason(s) for membership shall be identified by the Graduate Committee at the request of the departmental Chair and/or the Graduate Director.
4. Application for Membership: Those being considered for Graduate Faculty membership will submit appropriate documentation (their current CV) to the departmental Graduate Committee. The Graduate Director will present the Committee's recommendation to the department Chair for endorsement and transmittal to the Graduate Dean.

Those who are denied the Graduate Committee's recommendation for membership, or for membership with a dissertation endorsement, may appeal directly through the department Chair to the Graduate Dean for reconsideration.

5. Rescission of Membership: Graduate Faculty membership is a privilege and not a right.

Rescission of membership may occur if a faculty member receives at least five annual evaluations that are below expectations in research or teaching in a period of seven years.

Rescission can also occur in special cases due to ethical and/or behavioral issues. Examples of ethical issues include repeated instances of not responding to student work in a timely fashion. Examples of behavioral issues include abusive relationships with graduate students and/or junior faculty. Decisions on the recommendation to rescind graduate faculty status will be made by the Graduate Committee in consultation with the chair of the department. The faculty member has the right to appeal the decision to the Graduate Dean.

The English faculty affirm that consistently meeting the obligation to supervise and advance the work of graduate students is a central criterion for holding graduate faculty status. Meeting that obligation will be measured in the following manner: a) being available to students on whose committee one serves (including being physically present for oral exams and defenses unless unable to do so for appropriate reasons); b) providing appropriate information to the faculty for annual student evaluations; and c) participating in scheduled faculty discussions about the graduate program. When a faculty member with graduate status consistently fails to meet these criteria, the Graduate Committee and the Chair of the Department may recommend that the Graduate Dean reduce or rescind their graduate faculty status.

6. Adjustment of Graduate Faculty Status: Faculty whose annual evaluation in research or teaching drops below 3.0 for two consecutive years may be referred to the Graduate Committee for adjustment of their graduate faculty status. The following evaluations (across 2 years) for research or teaching will usually serve as the basis of Committee A's recommendation to the Graduate Committee:

- Above 3.0: full graduate faculty status (RM4)
- Above 2.5: may direct M.A. theses; serve on Ph.D. committees (RM3)
- Above 2.01: may teach graduate courses and serve on M.A. thesis committees (RM1)
- 2.0 and below: may result in rescission of graduate faculty status or adjustment to RM0 status.

Committee A may adjust its recommendation to the Graduate Director by considering other relevant factors, such as professional misconduct, besides the annual research or teaching evaluations. If a faculty member improves their teaching or research scores in the subsequent annual evaluation, Committee A can recommend that graduate faculty status can be adjusted upward.

SPECIFIC CRITERIA

Recommendations for membership in the Graduate Faculty will originate with the Graduate Committee. This committee will ensure that consistent criteria are applied to maintain the highest standards of quality in the Graduate Faculty. The qualifications of regular Graduate Faculty will be reviewed every seven years. Special Members usually have a two-year term and may request an extension.

Criteria for RM0 status (or equivalent SM privileges): The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of English or hold the terminal degree in a relevant discipline as defined above. RM0 faculty can teach graduate classes (approved by a majority vote by the whole department). They cannot serve on committees.

Criteria for RM1 status (or equivalent SM privileges): The member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of English or hold the terminal degree in a relevant discipline as defined above. The member must have published an article or book chapter or a scholarly book manuscript

evaluated within the last five years. RM1 members can teach graduate classes and be part of M.A. committees. RM1 members can teach graduate classes and be part of M.A. committees.

Criteria for RM3 status (or equivalent SM privileges): The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of English or hold the terminal degree in a relevant discipline as defined above. The member must also have had one peer-reviewed article or book chapter or a peer-reviewed book manuscript accepted for publication, or three poems or short stories published in high quality journals or a full-length book of creative writing accepted for publication within the five years preceding the most recent annual review. RM3 members can teach graduate classes and serve on M.A. or Ph.D. committees and can chair M.A. committees.

Criteria for RM4 status:

Faculty holding RM4 status should, in most cases, be tenured. The continuation of RM4 status is contingent on receiving “Satisfactory” (“Meets Expectations”) or “Excellent” (“Exceeds Expectations”) in Research and Teaching in the previous five years of annual evaluations. RM4 members can teach graduate classes, serve on and/or chair M.A. and Ph.D. committees. Faculty members on the tenure track can co-chair Ph.D. dissertations only in special circumstances with the approval of the Graduate Committee. They can chair M.A. committees.

Faculty with RM3 status may, under special circumstances, co-direct a dissertation with another faculty with RM4 status. Students should have dissertation chairs who are appropriate for their subfield, and exceptions should be approved by the Graduate Liaison, in consultation with the faculty of the relevant subfields. The English faculty also recommends all untenured faculty be careful about balancing their commitments to graduate student committees with the needs of building a tenure dossier.

Approved by graduate dean, June 27, 2023