

College of Education and Human Development
Graduate Faculty Membership Criteria
Revised for Fall 2025

Applications for Graduate Faculty membership are submitted directly to the Graduate School through its website, which also details the University's policies on graduate faculty membership. Once submitted, applications are concurrently and independently reviewed by the department head, academic dean, and by the College's peer review committee, each of which makes a recommendation to the Graduate Council, which makes a final determination. The College of Education and Human Development criteria for membership will be reviewed at least once every five years.

There are three levels of graduate faculty membership. **Associate Membership** qualifies members to direct (chair) master's theses and to serve on master's and doctoral committees. **Full Membership** qualifies members to direct (chair) both master's theses and doctoral dissertations and to serve on master's and doctoral committees. **Retiree Membership** qualifies members to co-direct theses or dissertations or serve on theses or dissertation committees. The term of appointment is for five years. Individuals with Associate Membership may apply for Full Membership status when they believe their productivity warrants it.

Tenured or tenure-track new hires will receive Associate membership status to grant them the ability to work with master and/or doctoral students regarding research and to learn more about the process used at UL-Lafayette regarding graduate research. New tenure-track faculty who feel they meet the Full Membership requirements may formally apply for that status through the Graduate School's review process the first semester of hire, potentially granting them Full Membership by their second semester.

Retiree Membership is available to individuals who have retired from the University with Full or Associate Membership status and are not employed at another university. The criterion for Retiree Membership is demonstration of continued development of a research agenda by meeting the criteria outlined in this document for Associate or Full Membership, and are providing current academic mentorship to graduate students. Retiree Membership is limited to co-directing theses or dissertations or serving on theses or dissertation committees.

These criteria apply to all College of Education and Human Development applicants, including continuing, adjunct, affiliate, and visiting faculty and/or researchers, directors, graduate coordinators, directors, department heads, assistant and associate deans, and the Dean of the College. Faculty with approved administrative responsibilities are required to provide the same evidence of scholarly contributions as the faculty when applying for Graduate Faculty membership. As the university continues to strengthen its reputation as an R-1 institution, the research expectations for faculty within the college will evolve to properly reflect the university's classification as well as the College of Education and Human Development's goals and needs.

Application Materials

In order for the applicant to clearly demonstrate evidence of scholarly activities and professional engagement, the following should be included:

- A cover letter addressing the applicant's qualifications for the level of graduate faculty membership for which they are applying;
- A mentoring statement (see mentoring statement section outlined in this document);
- As mandated by the Graduate Council, a shortened curriculum vitae covering only the most recent five calendar years (this document is different from one's regular curriculum vitae);
- The shortened curriculum vitae should clearly separate accomplishments by categories, such as publications separate from presentations; clear headings should identify the evidence, such as peer-reviewed presentations separated from invited presentations;
- Publications must be referenced in formal bibliographic style in reverse chronological order;
- Electronic copies of publications or an active link to the publication(s) (link cannot be active to only membership of the professional association) produced during the time of the review should be provided with your submitted materials.

Mentoring Statement:

In compliance with University Guidelines for Graduate Faculty Membership applicants are required to **provide a mentorship statement highlighting their ability to work constructively with graduate students and/or successes with graduate students.**

**Suggestions for activities with graduate students may include some of the following:*

- Workshops offered by Graduate School, University divisions, or other agencies focused on graduate students;
- Participating in mentoring activities or professional development activities aimed at improving mentoring skills;
- Illustration of a commitment to work constructively with graduate students, including students from historically marginalized and/or underrepresented communities.
- Targeted recruitment efforts for graduate education;
- Holding a role in serving on master's and/or doctoral students' theses/ dissertations/capstone projects by providing a list of identified students during the period in question;
- Other applicable descriptive activities such as holistic graduate admissions training, service on Grad School Standing committees, Grad Council, or other Grad faculty activities outlined on Grad School website.

Associate Membership:

Associate Membership is available to individuals who hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. Applicants who have earned a terminal degree within the previous three years must demonstrate the publication of a minimum **of one (1) referred publication (international, national, regional, or state level) related to the faculty member's discipline (i.e. Book chapter, Journal Article) to be granted associate membership status.**

Applicants applying for renewal and new applicants whose terminal degree was awarded more than three years previous **must demonstrate the minimum of one (1) referred publication (international, national, regional, or state level) related to the faculty member's discipline (i.e. Book chapter, Journal Article) AND at least two (2) scholarly activities from the list below for Associate Membership.**

Associate Membership List of Scholarly Activities:

- Peer-reviewed, academic/scholarly book chapter(s) with an editorial board of outside readers.
- Peer-reviewed article(s) in *international, national* refereed journals (print or electronically distributed) with impact factors or those of *major* professional associations within their academic field.
- Peer-reviewed article(s) in regional or state-level journals (print or electronically distributed) associated with the faculty member's discipline. (Limit 1)
- Refereed presentation(s) and/or conference proceeding(s) at state, regional, national, or international conferences, including roundtable and poster sessions.
- Active involvement in writing/participating in scholarly self-study or data-driven report for higher education accrediting bodies (Ex., CAEP, CACREP, CAATE, others) when no course release/stipend is provided, or it is part of your administrative duties and expectations. (Limit 1).
- Invited academic addresses and presentations (Limit 1).
- Conducting professional continuing education seminars or workshops (Limit 1).
- Being awarded an internal or external grant of at least \$2,500 (Limit 1).
- Direct 2 master level students (thesis/capstone) to completion, during the period in question (limit 1).
- Holding a leadership role in a national/international association related to one's discipline/field (Limit 1).

*If the applicant requests Associate Membership status, yet meets Full Membership criteria, the college review committee may consider granting the applicant Full Membership status.

Full Membership:

Full Membership is available to individuals who likewise hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. The primary criterion for Full Membership is a consistent record of scholarly activities evidenced by the establishment of a clear research agenda consisting of peer-reviewed publications in strong professional journals, conference proceedings, and other venues recognized by the academic community.

Full Membership can be achieved via different paths each involving a consistent record of scholarly activities evidenced during the review period by:

- An academic book or monograph published by a scholarly or academic press, OR
- A minimum of two (2) book chapter(s) in academic presses with an editorial board of outside readers, OR
- A minimum of two (2) peer-reviewed publications (journals, book chapters) in national or international refereed journals (print or electronically distributed) with impact factors or those of *major* professional associations within their academic field, OR
- A single, highly meritorious achievement where candidate was the PI on a grant, such as the National Science Foundation, National Institute of Health, Dept of Education, or was selected as a Fulbright Scholar, OR
- A minimum (1) of a referred publication related to the faculty member's discipline (Book

chapter, Journal Article) in a national/international venue and a minimum of 2 from the following:

- Article(s) in refereed journals (non-major professional, regional or state based, and/or non-impact) (limit 1).
- Published book reviews in refereed scholarly/academic journals (limit 1).
- Grant reviewer for competitive funding organizations, such as NSF, NIH, Louisiana Board of Regents.
- Being principal investigator or documented evidence of being a major contributor to writing a grant(s) that received external funding totaling \$50,00.
- Presentations at national or international conferences.
- Direct (chair) at least 4 doctoral or 4 master level students (thesis/capstone) to completion, during the period in question (limit 1).
- Editor of a research journal associated with a major professional organization/candidate's discipline.
- Associate Editor for a journal or special issue journal associated with a major professional organization/candidate's discipline (limit 1).
- Membership on an editorial board of a journal with documentation showing level of involvement associated with a major professional organization/discipline (limit 1).
- Active involvement in writing/participating in scholarly self-study or data-driven report for higher education accrediting bodies (Ex., CAEP, CACREP, CAATE, others) when no course release/stipend is provided, or it is part of your administrative duties and expectations. (limit 1)
- Active participant in a research mentor program (i.e. Mid-Career Faculty Fellowship Program) during the review period where the faculty member is working with a research mentor on research related to their field of student and/or discipline.

Approved by the College, February 27, 2012.

Approved by Dr. Carolyn Bruder, Interim Provost and Vice President for Academic Affairs, March 13, 2012.

Revised by the College, November 8, 2016.

Approved by Dr. David Danahar, Provost and Vice President for Academic Affairs, November 18, 2016.

Revised by the College, October 27, 2021.

Approved by Dr. Jaimie Hebert, Provost and Vice President for Academic Affairs, August 24, 2022.

Revised by the College, August 6, 2025.

Approved by Dr. Dianne Olivier, Interim Provost and Vice President for Academic Affairs, September 9, 2025.