

***University of Louisiana at Lafayette
College of Engineering
Graduate Faculty Criteria***

The University of Louisiana at Lafayette's College of Engineering requires that a faculty member have appropriate credentials befitting to a faculty member to successfully serve as a good mentor to the next generation of graduate-degreed engineers. To accomplish this goal and realizing that differences in the expectations of mentoring M.S. versus Ph.D. students exist within the field of Engineering and Technology Education, the following levels of Graduate Faculty status are available: Associate Membership, Full Membership, and Retiree Membership.

Only actively employed tenured/tenure-track faculty may serve as sole major professor and/or committee chair. Professors of practice, instructors, and qualified research staff may be considered as sole major professor/committee chair if they are appropriately credentialed as Associate or Full members of the graduate faculty; this allowance must be initiated by the individual's department head and will require approval of the department head and the College Peer-Review Committee; such approval will be conveyed to the Graduate School by the department head and the Chairperson of the Peer-Review Committee.

Faculty from the College of Sciences or adjunct faculty within the college who do not hold an engineering degree cannot serve as sole major professor and/or committee chair for College of Engineering graduate students. They may serve as co-major professor/co-committee chair if appropriately credentialed as Associate or Full members of the graduate faculty. This allowance must be initiated by the individual's department head and have approval of the department head and the College Peer-Review Committee; such approval will be conveyed to the Graduate School by the department head and the Chairperson of the Peer-Review Committee. Computer Science faculty, if appropriately credentialed as a member of the graduate faculty, may serve as major professor to EECE graduate students.

Applications from affiliated researchers, research scientists, or noncontinuing faculty members (e.g., visiting professors, visiting scholars, or other temporary appointments) for Associate or Full Membership may be considered by the College of Engineering. Such applications must be supported by both the department head and the Dean of the College of Engineering. The criteria and rights for membership are as follows:

- Associate Membership: M.S. Level:

Authority Provided – Appointment at this level qualifies individuals to chair a M.S. graduate student committee and to serve on both M.S. and Ph.D. committees.

Credentials: An individual must hold a Ph.D. or a similar terminal degree within an appropriate field.

- Full Membership: Ph.D. Level:

Authority Provided – Appointment at this level qualifies individuals to chair both Ph.D. and M.S. graduate student committees and to serve on both Ph.D. and M.S. committees.

Credentials:

1. An individual must meet the membership criteria for Associate Membership on the Graduate Faculty.
2. An individual must have published peer-reviewed papers within archival, professional, and reputable journals, in the respective scientific field, at a minimum rate of at least two over a five-year period from the date of application.
3. New tenure-track/tenured faculty in the College of Engineering are appointed to the Graduate Faculty at the Full Membership level upon hire. This status will be reviewed for renewal five years after the initial appointment.

- Retiree Membership:

Applications from individuals who have retired from the University with Full or Associate Membership on the Graduate Faculty, and who are not employed at another university, may be considered. Such applications must be supported by both the department head

and the Dean of the College of Engineering, and the applicant must meet the College's criteria for Associate or Full Membership:

1. A retiree applicant who meets the College's criteria for Associate Membership is eligible to co-direct master's theses and to serve as a member on both master's and doctoral committees.
 2. A retiree applicant who meets the College's criteria for Full Membership is eligible to co-direct master's theses and doctoral dissertations, and to serve as a member on both master's and doctoral committees. For doctoral committees, at least one co-director must be a continuing tenured/tenure-track faculty member with Full Membership.
- Applicants for reappointment are required to add a section on their curriculum vitae and/or the supplemental materials to demonstrate their ability to work constructively with all graduate students in activities such as, but not limited to, (1) direct theses, dissertations, and research projects, (2) serve as a member of thesis, dissertation, and research project committees, (3) co-author or collaborate with graduate students on research papers, reviews, and books, (4) guide and provide feedback to students who are preparing to submit manuscripts for publication, (5) write recommendation letters for students, and/or (6) teach graduate-level independent/directed studies.

Implementation of Policy

1. Applicant must complete the application by the appropriate deadline on the Graduate School website and upload the required shortened curriculum vitae, covering only the most recent five years (and any supplemental materials) according to the University Guidelines for Graduate Faculty Membership.
2. Full Membership applications provided to the College for review that do not include supporting documents will be returned to the Graduate School without review.

3. Each application will go through three independent and concurrent reviews by three entities within the college:
 - A. College Peer-Review Committee
 - B. Department Head
 - C. Dean
4. The applications will be provided to the three college review entities by the Graduate School.
5. The Chairperson of the Peer-Review Committee, the Department Head, and the Dean are responsible for submitting their independent recommendations, with narratives supporting those recommendations, for every application to the Dean of the Graduate School in a timely manner that is consistent with the deadlines established by the Graduate School.
6. The Chairperson of the Peer-Review Committee and the Department Head will also submit a copy of their recommendations to the Dean. This copy will be used by the dean in his/her evaluation as more information.
7. The recommendations of the three college review entities will be provided to the Graduate School, which will be forward through the remainder of the review process as stated in the University Guidelines for Graduate Faculty Membership.

Approved by Dr. James Henderson, Provost and Vice President for Academic Affairs, January 13, 2016.

Revised by the College of Engineering, Spring 2017.

Revisions approved by Dr. David Danahar, Provost and Vice President for Academic Affairs, August 7, 2017.

Revised by the College of Engineering, Spring 2022.

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

Revised by the College of Engineering, September 2, 2025.

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