

College of Nursing and Health Sciences
Criteria for Appointment to Graduate Faculty Membership
Revised for Fall 2025

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses, synthesis projects, and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels.

Three levels of Graduate Faculty Membership are available at the University: Associate Membership, Full Membership, and Retiree Membership. Recognizing that the nature of scholarly activities varies among academic disciplines and that the peer review process determines what constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, membership eligibility requires specific, established criteria. These criteria have been developed by the College of Nursing and Health Sciences and approved by the Provost and Vice President for Academic Affairs.

New Tenure-Track and Tenured Faculty: At the time of hire, new tenure-track and tenured faculty are appointed to the Graduate Faculty at the Full Membership level.

Associate Membership:

Associate Membership is available to individuals who hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. Holding Associate Membership qualifies individuals to direct master's theses and to serve on master's and doctoral committees.

Full Membership:

Full Membership qualifies individuals to direct dissertations, synthesis projects, and theses and to serve on both master's and doctoral committees. The primary criterion for Full Membership is a consistent record of scholarly activities, as evidenced by peer-reviewed publications in reputable professional journals, conference proceedings, and other venues commonly recognized by the academic community.

Retiree Membership:

Retiree Membership is available to individuals who have retired from the University as *tenured/tenure track faculty with Full or Associate Membership on the Graduate Faculty* and who are not employed at another University may be considered; however, such applications must be supported by both the department head/school director and the Dean of the College of Nursing and Health Sciences and meet the criteria below. Retiree Membership qualifies individuals to co-direct and to serve on master's and doctoral committees.

The following criteria apply to all **College of Nursing and Health Sciences** applicants, which include continuing full-time faculty, retired faculty, adjunct faculty, directors, graduate coordinators, department heads, school directors, associate deans, and deans.

Criteria for Graduate Faculty Membership within the College of Nursing and Health Sciences

For newly hired individuals who are not tenured or tenure-track faculty and who hold a terminal degree that was earned within three years of the time of hire, and for current faculty members with a “*newly*” earned terminal degree seeking initial Associate Membership, evidence of a terminal degree related to their respective discipline (i.e., Ph.D., DNP, DNS, Ed.D., etc.) must be provided. No other evidence of scholarship or professional activities is required.

For individuals seeking an initial appointment for Associate Membership (with a terminal degree that was earned more than three years ago) or reappointment at any level of membership, in addition to holding a terminal degree in the related discipline, the applicant must demonstrate scholarship within the previous five years, including, but not limited to peer-reviewed publications and presentations, grant activity, and/or prior success in working with graduate students.

Associate Membership Criteria:

1. The candidate must hold a terminal degree in the appropriate discipline and must provide evidence of professional and/or scholarly engagement within the past five years in at least two of the following areas:
 - a. Publications in refereed or peer-reviewed journals and/or conference proceedings.
 - b. Discipline-related presentations at local/state/regional/national/international meetings /conferences/professional organizations and selected as part of a peer-reviewed process.
 - c. Author or primary investigator of intramurally funded grants.
 - d. Engage in professional activities such as actively participating or holding offices in professional organizations; participating in panels; editing professional journals, peer-reviewing articles or books for an academic journal or press; serving as an expert consultant; receiving awards or honors; and other indications of professional activities relevant to the applicant’s academic discipline.

Full Membership Criteria:

1. The candidate must hold a terminal degree in the appropriate discipline.
2. The candidate must demonstrate their ability to work consistently with graduate students* and provide evidence of at least three products in any of the three areas below within the previous 5-year period:
 - a. Publications (or in press) in refereed journals relevant to the discipline,
 - b. Published peer-reviewed books or book chapters (with author credit evident) relevant to the discipline and written for professional audiences
 - c. Funded extramural research or program grants and contracts.

Retiree Membership Criteria:

1. The candidate must:
 - a. have retired from the University with *tenure or as a tenure-track faculty with Full or Associate Membership on the Graduate Faculty*,

- b. not be employed at another University,
- c. demonstrate a record of continued scholarly/professional activity, and
- d. demonstrate continued mentorship recognized by the academic community.

Additional Requirements:

In addition to the scholarship and service requirements related to each specific category of membership, **upon application for re-appointment**, all candidates must demonstrate the ability to serve as an effective mentor to students via the production of high-quality theses and/or DNP Synthesis Projects in the role of committee chair or committee member (as assigned); exhibit exceptional collegiality; and participate in graduate student activities which promote student success and highlight the achievements of the graduate program (e.g., DNP Synthesis Project professional presentations, Abstract or manuscript preparation, etc.).

*A separate mentorship statement that documents the experience and/or philosophy guiding: 1) the ability to work constructively with graduate students, including statements from students, and/or 2) documented participation in professional development activities aimed at supporting the ability to mentor effectively.

Additional Considerations and Specifications:

1. All applications require a shortened curriculum vitae covering only the most recent five years (i.e., the five years preceding the semester for which the applicant is being reviewed). ***Materials submitted beyond the required 5-year timeframe will not be reviewed.***
2. Research or scholarly contributions of new faculty, faculty with newly earned terminal degrees, and faculty with terminal degrees not on tenure track will be evaluated on an individual basis to determine whether the faculty member merits initial appointment at Associate or Full Membership.
3. Graduate Faculty Membership is not required by the College of Nursing and Health Sciences to teach graduate-level courses.
4. The above criteria apply to all **College of Nursing and Health Sciences** applicants, including continuing and adjunct faculty, graduate coordinators, program directors, department heads, associate deans, and the Dean of the College. Faculty with approved administrative responsibilities are required to provide the same evidence of scholarly and mentorship contributions as the faculty when applying for Graduate Faculty Membership.
5. It is expected that graduate coordinators in the college meet or exceed expectations for Full Membership on the Graduate Faculty and retain that Full Membership throughout the term of appointment as graduate coordinator.
6. The College of Nursing and Health Sciences reserves the right to revoke Graduate Faculty Membership to faculty members who may meet the criteria but who demonstrate poor mentoring skills, exhibit poor collegiality, demonstrate continued production of low-quality theses and/or DNP Synthesis Projects and/or exhibit any other actions and/or activities

detrimental to graduate students and/or the graduate program. The faculty member may lose Graduate Faculty Membership by a majority vote of the College Faculty Peer-Review Committee. The loss of Graduate Faculty Membership must be ratified by both the Department Head/Director and the Dean of the College.

- a. On the first loss of membership, the faculty member may reapply for Graduate Faculty Membership after a two-year period during which the faculty member has not served on the graduate faculty.
- b. After a second membership loss, the faculty member will undergo five years of not serving on the graduate faculty.
- c. Once a third membership loss has occurred, the faculty member will be permanently barred from applying for or serving on the Graduate Faculty.
- d. The faculty member may appeal to the Graduate Council and the Provost. If the Graduate Council votes to reinstate Graduate Faculty Membership and the Provost ratifies the decision, the College will support the reinstatement.

7. These policies shall be reviewed, at a minimum, every five years.

Approved by Dr. Carolyn Bruder, Interim Provost and VP Academic Affairs, March 13, 2012.

Revisions approved by Dr. James Henderson, Provost and VP Academic Affairs, September 1, 2015.

Revisions made by the College of Nursing and Health Sciences, Fall 2021.

Revisions approved by Dr. Jaimie Hebert, Provost and VP Academic Affairs, August 24, 2022.

Revisions made by the College, August 20, 2025.

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