

**Ray P. Authement College of Sciences
University of Louisiana at Lafayette
Criteria for Graduate Faculty Membership**

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.

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 the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by these criteria developed by the College of Sciences and approved by the Provost and Vice President for Academic Affairs.

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

Noncontinuing Faculty Members, Affiliated Researchers, or Research Scientists: Applications for Associate or Full Membership may be considered by the College of Sciences; however, such applications must be supported both by the department head/school director and the Dean of the College of Sciences.

Retirees: Applications of 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 both by the department head/school director and the Dean of the College of Sciences and meet the criteria below.

The following criteria apply to all College of Sciences applicants: Continuing regular faculty, retired faculty, adjunct faculty and researchers, directors, graduate coordinators, department heads and school directors, associate deans and deans.

**Criteria for Appointment to the Graduate Faculty
specific to the College of Sciences:**

Associate and Full Membership applications require a shortened curriculum vitae covering only the most recent five years.¹ ***Materials not submitted in the required 5-year format will not be reviewed.***

Applicants for reappointment are required to include evidence of their ability to work constructively with graduate students and/or their participation in professional development activities aimed at improving their ability to do so. Examples of activities that demonstrate constructive work with graduate students include directing theses, serving on thesis committees,

¹ Five years prior to the semester the applicant comes up for review

teaching independent/directed studies with graduate students, or helping students prepare a manuscript for publication, or working with students from historically marginalized or underrepresented communities. For a list of examples, refer to the Graduate School webpages for Graduate Faculty.

Associate Membership Criteria:

Associate Membership qualifies individuals to direct master's theses and to serve as a member of master's and doctoral committees.

For newly-hired individuals (with a terminal degree that was earned three years ago or less) seeking an initial appointment: The applicant must hold a terminal degree in a related field.

For individuals seeking an initial appointment (with a terminal degree that was earned more than three years ago) or reappointment: In addition to holding a terminal degree in a related field, the applicant must demonstrate scholarship within the previous five years. Such scholarship may include peer-reviewed publications, and/or grant activity, and/or prior success in working with Master's and/or undergraduate student research.

Full Membership Criteria:

Full Membership qualifies individuals to direct dissertations and theses and to serve on master's and doctoral committees.

Individuals seeking Full Membership must meet the requirements for Associate Membership. In addition, eligibility for Full Membership requires three or more publications (including in press) in refereed scientific journals in the previous five-year period. At least two of the publications should be in well-established journals in the applicant's scientific field, and the rest published in journals with a peer review process that meets good standards. The following exception shall be made to the preceding statement: Because of the nature of the field of Computer Science and Informatics, faculty in this field of study may count two out of the three required peer-reviewed publications for Full Membership if they appear in well-established proceedings; the third required publication must be in a journal publication.

Retiree Membership Criteria:

If the retiree applicant meets the College and Department/School criteria for Associate Membership, then they qualify to *co-direct* master's theses and to serve as a member of master's and doctoral committees.

If the retiree applicant meets the College and Department/School criteria for Full Membership, then they qualify to *co-direct* master's theses and doctoral dissertations and to serve on master's and doctoral committees. On the doctoral committees, one of the co-directors must be a continuing tenure/tenure track faculty with Full Membership.

Additional Department/School Criteria:

Departments within the College may, at their discretion, require additional evidence of scholarly or other professional activities for each membership level; these department criteria must be

approved by the Dean of the College of Sciences and included as part of the college criteria. The following Department has developed additional criteria dedicated to their unit. For this department, it is the combined College and Department criteria detailed in this document that shall be used in the application review process.

Biology

Associate Membership criteria: Such applications will be evaluated using the criteria in place for the College.

Full Membership criteria must meet college requirements at a minimum: In addition to meeting college requirements, the Department of Biology requires applicants for renewal of Full Membership appointments to have accomplished all of the following in the previous five years:

- A. Submitted at least one proposal for research funding or participation on at least one active grant, as either PI or co-PI (adjuncts outside of academia can present other evidence of research funding);

And

- B. Served, as a member or chair, on at least one doctoral student advisory/dissertation committee in the department.

When making recommendations for renewal of Full Membership appointments, the departmental review committee and Department Head can use, at their discretion, exceptional accomplishments in academic publications (beyond the College minimum), grantsmanship, graduate mentoring, or other substantive work the review committee or Department Head deem important to research or the graduate programs as justification for reappointment when there is insufficient activity in either grantsmanship or graduate mentoring.

These criteria do not apply to new faculty or adjuncts making application for graduate faculty status for the first time; such applications will be evaluated using the criteria in place for the College.

Revised and Submitted for Approval by the College: Fall 2015.

Approved by Dr. James Henderson, Provost and Vice President for Academic Affairs: January 12, 2016.

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Approved by Dr. Jaimie Hebert, Provost and Vice President for Academic Affairs: July 21, 2020.

Revised and Submitted for Approval: December 2021.

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

Revised and Submitted for Approval by the College: July 2025.

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