

**College of Liberal Arts  
Graduate Faculty Membership Policy**

The process for obtaining graduate faculty membership at UL Lafayette begins with an application to the Graduate School. That application can be found on the Graduate School's website, which details the University's policies on graduate faculty membership. Once submitted, applications are reviewed by the department head, academic dean, and the College's peer review committee, each of which makes a concurrent and independent recommendation to the Graduate Council. The Graduate Council makes a final determination.

The submitted CV should include:

- Work from the past five years only
- Only works specific to the discipline in which the candidate wishes to perform graduate faculty activities
- A separate mentorship statement documenting the guiding philosophy of mentorship and/or an ability to work constructively with graduate students, including students from historically marginalized and/or underrepresented communities. (In lieu of evidence of constructive graduate student mentorship, the CV can include evidence of participation in professional development activities aimed at improving mentorship skills or a description of intended mentorship approaches. A list of suggested activities is available on the Graduate School website.)

At the time of hire, tenured or tenure-track faculty join the Graduate Faculty with an initial Full Membership appointment. The criteria stipulated in this document apply to all College of Liberal Arts applicants, continuing and adjunct faculty and researchers, directors, graduate coordinators, department heads, associate deans and deans. Departments may require higher numbers of scholarly, professional, or mentorship activities at each membership level. These must be approved by the dean and noted in writing by the department head during the College-level review process. If permitted and approved by the academic dean and department head, individuals who are not in tenured or tenure-track faculty roles may be considered for membership on the Graduate Faculty. Sponsorship by an academic department that awards the graduate degree is required and membership is limited to co-directing and serving on master's and doctoral committees.

**College Criteria for Graduate Faculty Membership**

**All** membership levels (Associate, Full, and Retiree) require evidence of mentorship and/or participation in professional development as described above.

| Associate Membership                                                                                            |
|-----------------------------------------------------------------------------------------------------------------|
| Qualifies individuals to serve on master's committees, direct master's theses, and serve on doctoral committees |
| <b>One</b> item in Category A                                                                                   |
| or                                                                                                              |
| <b>Three</b> items in Category B                                                                                |

| Full Membership                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifies individuals to serve on both doctoral and master's committees and direct both doctoral dissertations and master's theses          |
| <b>One</b> authored peer-reviewed book or monograph published by an academic press or a press with an editorial board and a referee process |
| <b>or</b>                                                                                                                                   |
| <b>Two</b> items in Category A                                                                                                              |
| <b>or</b>                                                                                                                                   |
| <b>One</b> item in Category A <i>and</i> <b>three</b> items in Category B                                                                   |

| Retiree Membership                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Available to individuals who have retired from the University with Full or Associate membership on the Graduate Faculty and who are not employed at another University; qualifies individuals to serve on both doctoral and master's committees and co-direct both doctoral dissertations and master's theses |
| <b>Meets criteria for <i>either</i> Associate <i>or</i> Full Memberships</b>                                                                                                                                                                                                                                  |

### Achievement Categories

(Work must be in the discipline in which the candidate wishes to perform graduate faculty activities.)

#### Category A:

- Authoring peer reviewed books or monographs published by academic presses or presses with an editorial board and a referee process
- Authoring critical editions or articles published in refereed journals, invited scholarly book chapters, or equivalent peer-reviewed publications
- Where appropriate for the faculty member's role, writing or creating substantial artistic works that have been published or recognized by specialists in the field (e.g., film festivals, art shows, etc.)
- Editing substantial scholarly collections, anthologies or special journal issues through serving as editor-in-chief

#### Category B:

- Evidence of extraordinary and exceptionally successful mentorship. May include mentoring a higher than departmental average number of graduate students; cultural competency training or other kinds of mentorship; supporting student publication or conference efforts; creating training or workshops to improve grad student mentoring, etc.
- Authoring popular works, textbook chapters, textbooks, or published instructional software
- Authoring significant published reviews of scholarly works
- Authoring and delivering refereed presentations at international, national, or major regional conferences
- Authoring refereed abstracts or creating refereed posters presented at international, national, or major regional conferences
- Creating and presenting documentary, narrative, or experimental films
- Producing and distributing original plays, films, or videos
- Creating interpretive museum exhibits
- Giving Interviews, public talks, presentations or writings

- Writing successful proposals for grants funded by local, state, national, or international agencies
- Engaging in professional activities such as editing professional journals, peer-reviewing articles or books for an academic journal or press, and other indications of similar professional activities
- Translating and publishing substantial popular or scholarly works

Works in-press or that have achieved final acceptance may be counted, but cannot be counted in two cycles (i.e., once as an accepted or in-press work, and again the next cycle as a published work). Where appropriate, proof of acceptance or impending publication should be provided. The committee, department head, and dean may request supplemental information to support an application.

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