

College of the 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 director, 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 specifically in 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. In place of evidence of constructive graduate student mentorship, the CV can include proof 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 the Arts applicants, continuing and adjunct faculty and researchers, graduate coordinators, directors, associate deans, and deans. Schools 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 director during the College-level review process. If permitted and approved by the academic dean and director, individuals who are not in tenured or tenure track faculty roles may be considered for membership on the Graduate Faculty. Sponsorship by an academic school that awards graduate degrees is required, and membership is limited to co-directing and serving on master's committees.

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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 and direct master's projects or theses
One item in Category B
or
Three items in Category A

Full Membership
Qualifies individuals to serve on master's committees and direct master's projects or theses
One authored peer-reviewed book or monograph published by an academic press or a press with an editorial board and a referee process.
or
Two items in Category B
or
One item in Category B and three items in Category A

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; this qualification enables individuals to serve on master's committees and co-direct master's projects and theses
Meets criteria for either Associate or Full Membership

Achievement Categories

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

Category A:

- Demonstrating consistent participation in scholarly or creative activities such as juried exhibitions, group shows, public performances, or invited presentations at regional venues.
- Publishing work in peer-reviewed or editorially reviewed journals, books, or conference proceedings that are recognized within the discipline.
- Presenting at local or regional academic or professional conferences in formats such as lectures, papers, or performances.
- Contributing to the school or college through service, such as committee membership.

- Mentoring students through academic advising, participating in thesis or master's project committees, mentorship of undergraduates preparing graduate or professional applications, service-learning activities, or serving as a faculty advisor to a student organization.
- Participating in professional organizations through membership and/or attendance at meetings, workshops, or conferences.
- Developing educational resources or digital tools relevant to the field, such as software, online learning materials, or web-based exhibitions.
- Participating in funded research or creative projects as a collaborator or team member, even if not in a leadership role.

Category B:

- Writing or creating substantial, artistic works that have been published or recognized by specialists in the field, including peer-reviewed journals, books, film festivals, or solo or invitational exhibitions.
- Presenting as an invited speaker, performer, or exhibitor at national or international conferences, festivals, or academic events that demonstrate recognition by peers in the discipline.
- Leading research or creative initiatives as Principal Investigator or Co-Principal Investigator equivalent on funded projects, fellowships, or major institutional grants.
- Receiving significant awards, honors, or fellowships at the college, national, or international level that reflect impact within the field.
- Chairing theses or master's project committees and mentoring graduate students through to degree completion.
- Holding leadership positions in professional, scholarly, or accreditation organizations.
- Serving as editor, juror, or board member for high-impact publications or programs.
- Creating widely adopted educational or research tools, software, or resources that advance pedagogy or practice in the field.
- Demonstrating a record of teaching excellence through awards, documented student outcomes, or consistent graduate student placements in competitive programs.
- Providing service to the community, university, and profession at a high level, including organizing national or international events, leading initiatives, or representing the university in public forums.

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

Adopted by the College of the Arts, January 26, 2013. Revised by the College of the Arts, September 4, 2013.

Approved by Dr. Bradd Clark, Interim Provost and Vice President for Academic Affairs, September 20, 2013.

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

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Revisions approved by Dr. David Danahar, Interim Provost and Vice President for Academic Affairs, May 4, 2017.

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Revisions approved by Dr. Jaimie Hebert, Provost and Vice President for Academic Affairs, September 7, 2022.

Revised by the College of the Arts, September 2025.

Approved by Dr. Dianne Olivier, Interim Provost and Vice President for Academic Affairs, September 25, 2025.