

College of Education and Human Development
Graduate Faculty Membership Criteria
Revised for Fall 2022

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. Once submitted, applications are concurrently and independently reviewed by the department head, academic dean, and by the College's peer review committee, each of which makes a recommendation to the Graduate Council, which makes a final determination. The College of Education and Human Development criteria for membership will be reviewed at least once every five years.

There are two levels of graduate faculty membership. **Associate Membership** qualifies members to direct (chair) master's theses and to serve on master's and doctoral committees. **Full Membership** qualifies members to direct (chair) both master's theses and doctoral dissertations and to serve on master's and doctoral committees. The term of initial appointment is for five years as are subsequent renewals. Individuals with Associate Membership may apply for Full Membership status when they believe their productivity warrants it.

These criteria apply to all College of Education and Human Development applicants, including continuing, adjunct, affiliate, and visiting faculty and/or researchers, directors, graduate coordinators, directors, department heads, assistant and associate deans, and the Dean of the College. Faculty with approved administrative responsibilities are required to provide the same evidence of scholarly contributions as the faculty when applying for Graduate Faculty membership.

Associate Membership

Associate Membership is available to individuals who hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. Applicants who have earned a terminal degree within the previous three years must demonstrate at least one scholarly activity from the Associate Membership list of activities. Applicants applying for renewal and new applicants whose terminal degree was awarded more than three years previous must demonstrate at least three scholarly activities from the list below for Associate Membership. If the applicant requests Associate Membership status, yet meets Full Membership criteria, then the applicant also qualifies for Associate Membership without the necessity of addressing specific Associate Membership activities.

Associate Membership List of Activities:

- Publications of book chapters in academic presses with an editorial board of outside readers.
- Articles in refereed journals associated with major professional organizations.
- Published book reviews in journals associated with major professional organizations.
- Publications of refereed conference proceedings from international, national, regional, or state conferences.
- Refereed presentations at state, regional, national or international conferences, including roundtable and poster sessions.
- Scholarly report for K-12 national accrediting bodies (Ex., SREB, UCEA, etc.).

- Scholarly self-study for Higher Educational accrediting bodies (Ex., CAEP, CACREP, etc.).
- Membership on an editorial board of a journal associated with a major professional organization.
- Manuscript reviewer for a journal associated with a major professional organization.
- Invited academic addresses and presentations.
- Conducting professional continuing education seminars or workshops.
- Leadership role on interventions with local educational agencies where the interventions have evaluation components by which impact can be demonstrated.
- Successful proposal for internal or external grant of at least \$2,500.
- Membership on 4 Master's Committees (Capstone or Thesis), during the period in question.
- Membership on 2 Doctoral Dissertation Committees.
- Chair (or direct) 2 Master's Capstone Committees, during the period in question.
- Chair (or direct) 1 Master's Thesis Committee, during the period in question.

Full Membership

The primary criterion for Full Membership is a consistent record of scholarly activities evidenced by peer-reviewed publications in strong professional journals, conference proceedings, and other venues recognized by the academic community. Full Membership can be achieved via different paths each involving a consistent record of scholarly activities evidenced by:

1. Two peer-reviewed publications in professional journals with impact factors, OR
2. Two publications in journals published by a major professional organization, OR
3. Book or monograph published by a scholarly or academic press, OR
4. A single, highly meritorious achievement, such as funding of a National Science Foundation grant, National Institute of Health, a Fulbright Scholar grant, OR
5. At least four activities from the list below but with no more than two presentations counting and no more than one scholarly self-study counting.
 - Book chapters in academic presses with an editorial board of outside readers;
 - Articles in refereed journals (non-major professional and non-impact) (limit two);
 - Membership on an editorial board of a journal associated with a major professional organization (limit two);
 - Scholarly reviews in refereed journals (limit two);
 - Grant reviewer for competitive funding organizations, such as NSF, NIH, Louisiana Board of Regents (limit two);
 - Published software programs (limit two);
 - Submitting successful proposals for external grants funded from private or public agencies at the state, regional or national levels and totaling at least \$50,000;
 - Presentations at regional, national, or international conferences (limit two);
 - Direct (Chair) at least 4 doctoral students to completion, during the period in question;
 - Scholarly self-study for higher educational accrediting bodies, such as CAEP, CACREP, etc. (limit one).

Application Materials

In order for the applicant to clearly demonstrate evidence of scholarly activities and professional

engagement, the following should be included:

- A cover letter addressing the applicant's qualifications for the level of graduate faculty membership for which they are applying;
- As mandated by the Graduate Council, a shortened curriculum vitae covering only the most recent five years (this document is different from one's regular curriculum vitae);
- The shortened curriculum vitae should clearly separate accomplishments by categories, such as publications separate from presentations; clear headings should identify the evidence, such as peer-reviewed refereed presentations separated from invited presentations;
- Publications must be referenced in formal bibliographic style in reverse chronological order; and
- Best practices would include electronic copies of scholarly publications or an active link to the publication (link cannot be active to only membership).

In compliance with University Guidelines for Graduate Faculty Membership, on the CV and/or in the supplemental materials submitted, applicants are required to include evidence of their ability to work constructively with graduate students, including students from historically marginalized and/or underrepresented communities, and/or their participation in professional activities aimed at improving their ability to do so. Applicants should provide evidence of working constructively with graduate students in the following manner:

- Within the cover letter, applicant is to provide evidence of their ability through an explanation of activities and/or successes with graduate students;
- Within the CV, indication of participation in professional activities aimed at improving their ability to work with graduate students and historically marginalized and/or underrepresented communities;
- Suggestions/examples of applicant's participation to be identified within the cover letter and/or CV may include activities/actions relating to historically marginalized and/or underrepresented community, such as:
 - Workshops offered by Graduate School, University divisions, or other agencies,
 - Mentoring activities/professional development to develop mentoring skills,
 - Wholistic admissions training,
 - Illustration of commitment to work with diverse populations of students, such as McNair Scholars,
 - Targeted recruitment efforts,
 - Identification in CV of role of chair of masters and/or doctoral students' theses/ dissertations and/or List of identified students,
 - Other applicable descriptive activities such as those included on the Graduate School webpages for Graduate Faculty.

Revised by the College, November 8, 2016.

Approved by the Provost and Vice President for Academic Affairs, November 18, 2016.

Revised by the College, October 27, 2021

Approved by the Provost and Vice President for Academic Affairs, August 24, 2022.