

University of Louisiana at Lafayette
College of Engineering
Graduate Faculty Criteria

The University of Louisiana at Lafayette College of Engineering requires that a faculty member have appropriate credentials befitting to a faculty member to successfully serve as a good mentor to the next generation of graduate-degreed engineers. To accomplish this goal and realizing that differences in the expectations of mentoring M.S. versus Ph.D. students exist within the field of Engineering and Technology Education, two levels of Graduate Faculty status are available to faculty: Associate Membership (formerly Level 1) and Full Membership (formerly Level 2).

Only actively employed tenured/tenure-track faculty may serve as sole major professor and/or committee chair. Professors of practice, instructors, and qualified research staff may be considered as sole major professor/committee chair if they are appropriately credentialed as Associate or Full members of the graduate faculty; this allowance must be initiated by the individual's department head and will require approval of the department head and the College Peer-Review Committee; such approval will be conveyed to the Graduate School by the department head and the Chairperson of the Peer-Review Committee.

Faculty from the College of Sciences or adjunct faculty within the college who do not hold an engineering degree cannot serve as sole major professor and/or committee chair for College of Engineering graduate students. They may serve as co-major professor/co-committee chair if appropriately credentialed as Associate or Full members of the graduate faculty. This allowance must be initiated by the individual's department head and have approval of the department head and the College Peer-Review Committee; such approval will be conveyed to the Graduate School by the department head and the Chairperson of the Peer-Review Committee. Computer Science faculty, if appropriately credentialed as a member of the graduate faculty, may serve as major professor to EECE graduate students.

The criteria and rights for membership in the two levels are as follows:

- Associate Membership (formerly Level 1): M.S. Level

Authority Provided – Appointment at this level qualifies individuals to chair a M.S. graduate student committee and to serve on both M.S. and Ph.D. committees.

Credentials: An individual must hold a Ph.D. or a similar terminal degree within an appropriate field.

- Full Membership (formerly Level 2): Ph.D. Level

Authority Provided – Appointment at this level qualifies individuals to chair both Ph.D. and M.S. graduate student committees and to serve on both Ph.D. and M.S. committees.

Credentials:

1. An individual must meet the membership criteria for Associate Membership on the Graduate Faculty.
 2. An individual must have published peer-reviewed papers within archival, professional, and reputable journals, in the respective scientific field, at a minimum rate of at least two over a five-year period from the date of application.
 3. New tenure-track/tenured faculty in the College of Engineering, including those who have received their terminal degree within three years of appointment at UL Lafayette, may be granted Full Membership status without meeting the above criteria. This status will be reviewed for renewal after five years from this original appointment.
- Applicants for reappointment are required to add a section on their curriculum vitae and/or the supplemental materials to demonstrate their ability to work constructively with all graduate students in activities such as, but not limited to, (1) direct theses, dissertations, and research projects, (2) serve as a member of thesis, dissertation, and research project committees, (3) co-author or collaborate with graduate students on research papers, reviews, and books, (4) guide and provide feedback to students who are preparing to submit manuscripts for publication

(5) write recommendation letters for students, and/or (6) teach graduate-level independent/directed studies.

Implementation of Policy

1. Applicant must complete the application by the appropriate deadline on the Graduate School website and upload the required shortened curriculum vitae, covering only the most recent five years (and any supplemental materials) according to the University Guidelines for Graduate Faculty Membership.
2. Full Membership applications provided to the College for review that do not include supporting copies of papers will be returned to the Graduate School without review.
3. Each application will go through three independent and concurrent reviews by three entities within the college:
 - A. College Peer-Review Committee
 - B. Department Head
 - C. Dean
4. The applications will be provided to the three college review entities by the Graduate School.
5. The Chairperson of the Peer-Review Committee, the Department Head, and the Dean are responsible for submitting their independent recommendations, with narratives supporting those recommendations, for every application to the Dean of the Graduate School in a timely manner that is consistent with the deadlines established by the Graduate School.
6. The Chairperson of the Peer-Review Committee and the Department Head will also submit a copy of their recommendations to the Dean. This copy will be used by the dean in his/her evaluation as more information.

7. The recommendations of the three college review entities will be provided to the Graduate School, which will be forward through the remainder of the review process as stated in the University Guidelines for Graduate Faculty Membership.

Approved by Dr. James Henderson, Provost and Vice President for Academic Affairs, January 13, 2016. Revised by the College of Engineering, Spring 2017
Revisions approved by Dr. David Danahar, Provost and Vice President for Academic Affairs, August 7, 2017.
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Revisions approved by Dr. Jaimie Hebert, Provost and Vice President for Academic Affairs, August 24, 2022.