

Department of History
Graduate Faculty Qualifications and Procedures
[Added to the Department Plan and Bylaws, April 3, 2024]

The History Department APT will make decisions concerning applications for graduate faculty status when such decisions are not automatic (as with hiring new TT faculty).

Qualifications

The following qualifications are required for regular Graduate Faculty Membership:

1. The highest degree (e.g. PhD) in the specific discipline/field of graduate teaching; and
2. Evidence of engagement in graduate education and research, including:
 - a. evidence of effective teaching and mentoring at the graduate level or evidence of potential for effective teaching and mentoring at the graduate level. At a minimum, this is demonstrated by meeting or exceeding expectations in instruction in annual performance reviews.
 - b. evidence that the faculty member is staying current in the discipline (or relevant area of practice). At a minimum, this is demonstrated by meeting or exceeding expectations for research in annual performance reviews.

The following qualifications are required for affiliate Graduate Faculty Membership:

1. The highest degree in the specific discipline/field of graduate teaching or scholarly activities related to the task to be performed.
2. Evidence of engagement in graduate education and research, including:
 - a. evidence of effective teaching and mentoring at the graduate level or evidence of potential for effective teaching and mentoring at the graduate level. At a minimum, this is maintained by meeting or exceeding expectations in instruction in annual performance reviews.
 - b. evidence that the faculty member is staying current in the discipline (or relevant area of practice). At a minimum, this is maintained by meeting or exceeding expectations for research in annual performance reviews.

Application

This process is described in the Faculty Handbook, Chapter 6 and in OP 6.

The application will specify the purpose for graduate faculty status (e.g. participating in thesis committees, teaching graduate courses) with the understanding that the chair/graduate studies director may allot these tasks according to the faculty member's expertise.

Renewal

The APT automatically renews regular and affiliate Graduate Faculty who:

- Are approved for tenure, promotion, or contract renewal by the APT.
- Receive meets or exceeds expectations in both Instruction and Research in their PTR.
- Maintain the standards established above.

Removal

If a Graduate Faculty member is not meeting the qualifications described above, the department will follow the process described in [OP 6.4: Removal of Graduate Faculty/Affiliate Graduate Faculty Membership](#), unless the Chair and faculty member both agree to the removal of Graduate Faculty status. In that case, a memorandum signed by both will be sent to the Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies without needing an APT meeting.