

Graduate Faculty Membership Guidelines
College of Education and Human Services
Approved by College of Education Faculty January 28, 2015
Approved by Graduate Council April 10, 2015

These Bylaws are applicable within the authorization established by the Bylaws of the Board of Trustees and of the Faculty Organization of Cleveland State University.

8.4.2 Article II. Membership

B) University, emeritus, or special status faculty may seek Graduate Faculty membership as a result of their on going accomplishments and demonstrated knowledge in their field. The College of Graduate Studies sets the levels of different graduate faculty membership and minimum requirements for each level. Academic Colleges and free-standing Schools may set additional requirements and define terms specific to their colleges or schools. For faculty seeking reappointment to the graduate faculty, membership criteria must be met within the preceding five years prior to the start of a new membership term. Graduate faculty at Level II or Level III may apply for membership at a higher level at any time once appropriate criteria are met. Graduate faculty membership applications will be reviewed based on a faculty member's accomplishments, not on the level of degrees offered by the faculty member's department. Graduate faculty membership criteria and guidelines should be reviewed by the Graduate Council every five years. Requests for exceptions to these guidelines for special situations, which may include, for example, exempting a specific faculty member from certain membership requirement(s) or a course from requiring a Level I or Level II faculty to teach it, should be submitted in writing and will be reviewed by the Graduate Council and/or Dean of the College of Graduate Studies.

1) Requirements for membership:

Level I:

- Terminal degree in discipline; and
- One of the following:
 - 2 peer-reviewed journal articles, plus 2 peer-reviewed scholarly works as defined by the college (activities might include presentations at peer-reviewed state and national conferences, a peer-reviewed book chapter in faculty member's discipline, peer-reviewed workshops for professional organizations, external competitive grants, achieving national or state recognition in the faculty member's area of expertise or

professional discipline, and when it is not self-evident, proper evidence should be submitted to demonstrate the peer-reviewed nature of the scholarly work being considered, which may include a letter from a committee of the faculty member's peers).

OR

- 1 scholarly peer-reviewed book in faculty member's discipline

OR

- equivalent externally-recognized publication or creative activity appropriate to discipline

Level II:

- Terminal degree in discipline; and
- One of the following:
 - 1 peer-reviewed journal article, plus 1 peer-reviewed scholarly work as defined by the college (activities might include presentations at peer-reviewed state and national conferences, a peer-reviewed book chapter in faculty member's discipline, peer-reviewed workshops for professional organizations, external competitive grants, achieving national or state recognition in the faculty member's area of expertise or professional discipline, and when it is not self-evident, proper evidence should be submitted to demonstrate the peer-reviewed nature of the scholarly work being considered, which may include a letter from a committee of the faculty member's peers).

OR

- equivalent externally-recognized publication or creative activity appropriate to discipline

Level III:

- Appropriate graduate degree; and

- 2 years of professional experience

Provisional:

- Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated herein.

C) Graduate Faculty members are appointed for a five (5) year term, with the year of appointment serving as the first year of the term. The Dean of the College of Graduate Studies shall maintain a current list of members of the Faculty of the College of Graduate Studies. This list shall be distributed to the faculty annually.
