

**LeBron James Family Foundation School of Education
The University of Akron
Graduate Faculty Membership Guidelines**

Quality is the primary factor in awarding membership on the graduate faculty. Those closest to the discipline are in the best position to provide a qualitative assessment of a candidate's research, scholarly and /or creative accomplishments. The role of the School of Education Graduate Faculty, the School Director, and the Buchtel College of Arts and Sciences Dean in evaluating the candidate's credentials for graduate membership is to provide quality assessment.

The School of Education Graduate Faculty Guidelines include all criteria identified by the Graduate School of Education for Category One, Category Two and Category Three appointments. The School of Education has included several clarifying statements and added criteria outlined in the unit's graduate faculty membership guidelines listed below.

Criteria

To better serve our students, colleagues, and community the focus is on the instructor who must engage in the study, discussion, and production of relevant research and good practice literature designed to promote scholarly teaching and to improve the quality of instruction to students. Activities to accomplish this systematic examination may include venues specifically focused on the discussion of issues, topics, and movements in teaching and learning (e.g., brown bag lunches, faculty mentoring, projects, graduate teaching, and assistant training programs).

Publication of work derived from the scholarship of teaching and learning shall be recognized in criteria for graduate faculty membership as described in the above statements and allowed by the Graduate Council by-laws.

Evidence: Photocopies of the published work, letters of peer reviewed articles in press, books, book contracts, and letters of acceptance for books or monographs; Documentation of nominations or recognition received for research events; Evidence of scholarship of teaching and learning publications, including peer reviewed electronic publications.

Category One candidates must meet the following guidelines/criteria:

1. Candidates must possess a doctorate in an appropriate field.
2. Candidate must demonstrate current knowledge and involvement of the field as evidenced by
 - A. Presentation(s) at state, regional, national, or international professional meetings
 - B. Member of an accreditation team
 - C. Officer of a state, regional, national, or international professional organization or of related task force, commission, or committee.

Note: Once a Category One appointment is made it shall be for the duration of the faculty member's appointment to the university and does not require renewal.

Category Two candidates build off of the previous category and must meet the following guidelines/criteria:

1. Candidates must possess a doctorate in an appropriate field.

2. One refereed publication in the faculty member's field within the last five calendar years. These may include one of the following:
 - A. Author or co-author of a refereed journal article, no distinction will be made among journals as long as it is respected in its field and is refereed; this includes electronic journals and other media.
 - B. Author or co-author of a book or chapter in a book that is published by a commercial publisher, university press, or professional organization. This includes electronically published books.
 - C. Primary developer/ author of instructional materials, including electronic and other multimedia, in the field that is officially published by a commercial publisher, university press, or professional organization.
3. Evidence of other scholarly activity. These may include one of the following:
 - A. Presentation(s) at state, regional, national, or international professional meetings
 - B. Member of an accreditation team
 - C. Officer of a state, regional, national, or international professional organization or of related task force, commission, or committee.
 - D. Primary or co-primary investigator of a funded external research grant.

Category Three. candidates build off of the previous category and must meet the following guidelines/criteria:

1. Candidates must possess a doctorate in an appropriate field.
2. Four refereed publications or the equivalent within the last five calendar years. These shall include:
 - A. A minimum of two of these referred publications must be journal articles (including web-based) or chapters in scholarly books
 - B. Other two acceptable scholarly works can be:
 - 1) Scholarly chapters where the applicant is identified as the author or co-author
 - 2) Published refereed proceedings of state, regional, national, or international professional conferences
 - 3). Funded external research grants in which the applicant is the primary or co-primary investigator
 - 4) Editor or guest editor of a special issue of a refereed journal
 - 5) Primary developer/ author of instructional materials, including electronic and other multimedia, in the field that is officially published by a commercial publisher, university press, or professional organization.

* One scholarly book (including textbooks) containing substantial original material by the author may be substituted for two refereed publications specified in #1 above. This book in the field must be published by a commercial publisher, university press, or professional organization.

Note: A refereed publication

- Reviewed by peers prior to acceptance and publication;
- May be reviewed by an editorial board but cannot be reviewed only by an editor;
- Format can be journal article (paper or web publication), book, book chapter, proceedings, if evidence of peer review process directly related to material submitted and is included with a copy of publication.

PROCEDURES

Graduate School procedures shall be followed considering an applicant's request for a Graduate Faculty Appointment. Procedures for the School of Education include:

1. The applicant submits a completed Graduate Faculty Application form and a current curriculum vita to the Director of the School of Education. The applicant must include, along with the application, one copy of each published materials, with a description of the referee process, and any other documentation presented in support of the application. All these materials must be included at the time of application.
2. The director shall select one graduate faculty member (with the designated category or above), and as close as similar scholarship interests as possible, to review application materials. This graduate faculty member shall write a quality assessment to recommend or not recommend, which shall be submitted to the school director.
3. The director will separately review each application for approval/disapproval in order to put forward their own quality assessment and recommendation of approval/disapproval to the College Dean.
4. The College Dean will review each application, along with both School of Education Director and graduate faculty quality assessments, to recommend approval/disapproval to the Graduate School.
5. In any of the steps above, where the reviewing body has recommended disapproval, the application is returned to the applicant for resolution of matters of concern. If the applicant is unable to resolve matters of concern expressed by the reviewing body in a timely matter, the application shall be disapproved.