

Physics and Astronomy Graduate Program Faculty Guidelines

Approved: October 10, 2018

A. Qualifications for Membership in the Graduate Program Faculty

1. Doctorate or highest earned terminal degree from an accredited institution in Physics, Astronomy, a related discipline or equivalent professional experience.
2. Proficiency in conducting scholarly research. Through their own current research productivity, members of the Graduate Program Faculty must have established themselves as leaders in Physics, Astronomy or a related discipline. Evidence of demonstrated proficiency includes, but is not limited to:
 - a. An active research agenda as indicated by the publication of scholarly books, articles in refereed journals, refereed conference presentations, grants and contracts received, and patents.
 - b. Recognition of research and scholarship by awards, prizes, and fellowships.
 - c. Editorial work, such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.
3. Proficiency in supervising scholarly research. Evidence of demonstrated proficiency in supervision includes one or more of the following:
 - a. Prior supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertation.
 - b. Demonstrated potential to direct masters or doctoral candidates successfully.
4. In addition to the three intellectual criteria listed above, Graduate Program Faculty in Physics and Astronomy must be able to provide the type of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the appropriate mentoring, practical, professional, and research training.

B. Responsibilities and Rights of the Graduate Program Faculty

1. Only Graduate Program Faculty can:
 - a. Serve as major professor for doctoral students
 - b. Serve as major professor for Master of Arts and Master of Science students
 - c. Teach 8000-9000 level courses
 - d. Serve on the Graduate Council
 - e. Vote for members of the Graduate Council
 - f. Vote for appointment/ reappointment/ removal/ revocation of Graduate Program Faculty in Physics and Astronomy

C. Procedures for Appointment and Reappointment of Graduate Program Faculty

1. Criteria for appointment are given in section A. Reappointment requires demonstrated and sustained proficiency in conducting and supervising research and scholarship.
2. Full-time tenure-track faculty members who hold a position as an assistant professor will be reviewed for the Graduate Program Faculty as part of their third-year and promotion reviews. Full-time tenure-track or tenured faculty members who hold a position as an associate professor will be reviewed for the Graduate Program Faculty as part of post-tenure and/or promotion reviews. Tenured full professors will be reviewed every five years as part of the post-tenure process. Reviews will require the reviewee to provide an updated CV and a majority vote by the Physics and Astronomy Graduate Program Faculty.
3. Faculty who retire with Graduate Program Faculty status will be allowed to complete their 5-year term on the Graduate Program Faculty.
4. Faculty members holding a professional, career, adjunct, or non-tenure track faculty position will be reviewed every five years from their initial appointment.
5. The annual timeline for the Graduate Program Faculty reappointment process will be congruent with the tenure and post-tenure review processes and the university's timeline.
6. The time-line associated with the post-tenure review process provides a means to provide advance notification to individual faculty members regarding key dates and procedures for receipt and review of reappointment materials during the periodic review process.
7. The reconsideration and appeal process for individual faculty members, including an appeals process to the Dean of the Franklin College of Arts and Sciences and the opportunity to appeal to the Appeals Committee of the Graduate Council, if the matter cannot be resolved at the department level is given in section D, below.

D. Revocation of Graduate Program Faculty status

1. When a graduate student or faculty member has a complaint about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Program Faculty member, the first course of action should be to try to resolve the complaint directly with the faculty member.
2. If the student/faculty member is unable to resolve the complaint with the Graduate Program Faculty member, then an oral or written complaint should be delivered to the department head and the departmental graduate coordinator.
3. The department head and graduate coordinator will investigate the complaint and work with the student/faculty member making the complaint (complainant) and the Graduate Program Faculty member.
4. The department head and graduate coordinator will provide a written summary to the complainant and to the Graduate Program Faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue. A copy of this letter will be placed in the personnel file of the Graduate Program Faculty member.
5. If the department head and graduate coordinator are unable to resolve the issue, then they will appoint a committee to investigate the complaint. The committee will

consist of three Graduate Program Faculty members, at least one of whom will be from outside the unit.

6. If the complainant is not satisfied with the resolutions provided by the department head and the graduate coordinator, then they can make a written request to the department head and graduate coordinator for the formation of a committee to investigate the complaint. A committee consisting of three Graduate Program Faculty members (at least one of whom must be from outside the department) will be appointed in response to this request.
 - a. The appointed committee will convene to review the complaint and to meet with all affected parties and provide a written assessment to the department head and graduate coordinator with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the Graduate Program Faculty member against whom the complaint has been made, and a copy will be placed in the personnel file of the Graduate Program Faculty member.
 - b. In response to the recommendation from the committee, the department head and graduate coordinator may initiate procedures for re-evaluation of the Graduate Program Faculty status of the faculty member against whom the complaint has been made.
 - c. Graduate Program Faculty in the academic unit will review and vote on the Graduate Program Faculty status of the faculty member and shall follow **Appointment and Reappointment procedures for recommendation to the Graduate Faculty** including consideration of all documentation associated with the recommendation.
 - d. The outcome of the Graduate Program Faculty vote together with a letter from the department head and graduate coordinator and all documentation associated with the recommendation will be forwarded to the Dean of the Franklin College of Arts and Sciences.
 - e. The Dean of the Franklin College of Arts and Sciences will forward this information together with a letter of recommendation to the Dean of the Graduate School.
 - f. The Dean of the Graduate School will forward the information or review to the Appeals Committee of the Graduate Council. The committee will provide a recommendation to the Dean, who will render a decision and notify all parties as to the resolution of the matter. If the decision results in revocation of Graduate Program Faculty status, then the Dean will work with the department to develop a plan of action that will allow the faculty member to reapply for Graduate Program Faculty status.
 - g. If Graduate Program Faculty status is revoked, the faculty member has the right to make an appeal against the decision to the Provost. This appeal must be made in writing within 14 days of the Dean of the Graduate School providing notification of the removal of Graduate Program Faculty status. The Provost is the final arbiter of the decision to revoke Graduate Program Faculty status.
7. Faculty found in violation of the institution's NDAH policy will jeopardize their graduate faculty status.

- a. All investigations into complaints against Graduate Program Faculty will be dealt with expeditiously. Normally, there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote by the Physics and Astronomy Graduate Program Faculty on the Graduate Program Faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to informally resolve the complaint, the department head and graduate coordinator may extend the time for formal review of the complaint.
- b. Both the faculty member and the complainant have the right to seek the advice of an attorney, but attorneys are not authorized to participate in the dispute resolution process.
- c. Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes he or she has been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the department head and graduate coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.