**School of Forest resources Appointment to Graduate Faculty**

**Revised May, 2017 to include Emeritus faculty**

**Introduction**

The purpose, jurisdiction and membership of the Graduate Faculty are stated in Article III of the Graduate School Constitution ([http://www.umaine.edu/graduate/docs.htm).](http://www.umaine.edu/graduate/docs.htm)) The purpose of this document is to describe the five categories of Graduate Faculty membership and the criteria for appointment and re-appointment as adopted by the School of Forest Resources Graduate Faculty.

**Appointment**

In keeping with the University of Maine and School of Forest Resources Land Grant mission, individuals considered for appointment to the Graduate Faculty shall demonstrate substantial achievement in the areas of scholarship, graduate teaching and service. Newly-hired School of Forest Resources faculty members shall be granted an initial appointment to the graduate faculty, after submission to the Graduate School of a "Record of Qualifications for Appointment" form. The initial term of appointment will be until promotion and tenure review or separation from the university, whichever comes first.

For all other appointments and reappointments, the School of Forest Resources Graduate Faculty will review the applicant's qualifications and make recommendations based on criteria related to scholarship, graduate teaching and service, depending on the category of membership. The performance criteria for appointment and reappointment are presented at the end of this document.

**Categories and Requirements for Graduate Faculty Membership**

*Full Graduate Faculty.* Full members of the Graduate Faculty must hold formal faculty appointments in the School of Forest Resources at the University of Maine. Full members of the Graduate Faculty who possess doctoral degrees may serve on University of Maine master's and doctoral committees, either as the chair or as a committee member. A Full member of the Graduate Faculty possessing a master's, as the terminal degree, may not chair or co-chair a doctoral committee, but on the recommendation of the Graduate Coordinator and with the permission of the College Dean and the Graduate School, may serve as a member of a doctoral committee, if the individual possesses a specific area of expertise essential to the makeup of the committee. A Full Graduate Faculty member who possesses a master's degree only may chair a master's student committee. All Full members of the Graduate Faculty may advise graduate students in non-thesis programs

*Associate Graduate Faculty.* Members of the Associate Graduate Faculty are individuals with appointments at the University of Maine who do not meet all qualifications or performance criteria for appointment as Full Graduate Faculty but who have significant qualifications for graduate instruction. Associate members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student thesis committees. However Associate members may serve as co-chairs of student thesis committees and, like Full members, may chair non-thesis student committees. Associate members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only on the recommendation of the Graduate Coordinator and with permission of the College Dean and the Graduate School. New University of Maine faculty members may be granted an initial appointment to the Associate Graduate Faculty at the time of hire.

*External Graduate Faculty.* Members of the External Graduate Faculty are individuals who do not hold appointments at the University of Maine, including retired faculty not holding emeritus status. (Retired faculty not holding emeritus status who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student committee, and the student in selecting an appropriate co-chair from the Full Graduate Faculty.) External members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although External members may serve as co-chairs of committees. External members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only on the recommendation of the Graduate Coordinator and with permission of the College Dean and the Graduate School.

Individuals who qualify for External Graduate Faculty status but who were previously appointed as Full or Associate Graduate Faculty shall be automatically reappointed as External Graduate Faculty for the duration of their current Graduate Faculty term of appointment. Thereafter, such individuals shall be eligible for reappointment as External Graduate Faculty.

*Emeritus Graduate Faculty. M*embers of the Emeritus Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although Emeritus members may serve as co-chairs of committees. Retired faculty with Emeritus status who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student committee, and the student in selecting an appropriate co-chair from the Full Graduate Faculty.

*Graduate Instructors.* Graduate instructors must have earned at least a master's degree. Graduate instructors may teach graduate-level (500 and 600) courses but may not advise graduate students or serve on graduate student committees. Graduate Instructors are expected to have expertise and experience in the specific disciplines of the courses taught.

**Reappointment.**

The normal term of membership for all categories of Graduate Faculty shall be for five years and shall be renewable. Individuals who do not possess all of the qualifications normally expected for reappointment as Full or Associate Graduate Faculty members may continue serving for the duration of current committee appointments.

Reappointment to the Graduate Faculty is contingent upon meeting the performance criteria of the School of Forest Resources. For example, Full Graduate Faculty should have evidence of at least 2 full-length articles over the previous 5 years (per 50% research appointment- to be prorated by the faculty member's research appointment) in peer reviewed outlets (Journal or equivalent); attendance at scheduled graduate committee meetings; success in advising graduate students (for example, completion rates of advisees); and record of compliance with established University of Maine and/or departmental policies. Associate Graduate Faculty should meet all of the criteria above except that non peer reviewed publications or other evidence of scholarly works will be acceptable. Graduate Instructors must comply with policies and demonstrate an "overall instructor" rating of 2.5 or better on the course evaluation forms for all previous courses taught.