

Department of English
Guidelines for Recommended Appointment to Category III
Graduate Faculty Membership

Revised November 27, 1995

A. Qualifications

1. Degree and position requirements

- A. The faculty member must hold the doctoral degree from a university other than the University of North Texas.
- B. A faculty member holding the title of Lecturer may not be approved for Category III status.

2. Publication requirements stress not just a faculty member's number and recency of publications, but the quality of those publications as well. Hence, all of the requirements listed below must be met by faculty members seeking Category III status.

- A. Quality Requirement: The work in (2C) must have been published by a nationally or internationally recognized, refereed journal (scholarly articles; shorter creative works) or by a nationally or internationally recognized press that specializes in scholarly or creative work (chapters; book-length works). Faculty seeking Category III status must provide all evaluating committees with convincing evidence to show both of the following:

- (i) that the journals or presses in which the work in (2C) below appears have national or international status; and

- (ii) that the journals or presses in which the work in (2C) below appears employ anonymous peer review of all submitted works.

- B. Recency Requirement: The work in (2C) must have been published within the preceding four-year period. A signed contract for a book-length work will count as 'published' in this case.

- C. Number Requirement: The faculty member must have published at least one scholarly or creative book-length work or at least two scholarly articles, scholarly or creative chapters, or other shorter creative works. A signed contract for a book-length work will count as 'published' in this case.

3. Teaching requirement: A faculty member seeking Category III status must have taught at least two graduate-level classes at the University of North Texas or elsewhere. In addition, the faculty member seeking Category III status must have either served on at least one dissertation committee or directed at least one MA thesis. The relevant time frame to meet the teaching requirement extends from four years prior to nomination up to the time at which the member's Category III appointment becomes effective.

B. Nomination

The Graduate Committee of the Department of English will nominate individual faculty members meeting the minimum standards for Category III membership on the Graduate Faculty.

The Graduate Committee of the Department of English may nominate adjunct and visiting faculty to Category III Graduate Faculty membership and must certify by appropriate documentation that those nominated meet the minimum standards. Adjunct and Visiting Professors approved at the Category III level may serve as co-major professors for master's and doctoral degree students.

The departmental chair may choose to file a report supporting or differing from the Graduate Committee nominations; but in the event of disagreement, the chair shall discuss the matter with the Graduate Committee and seek a resolution of the differences.

Departmental nominations with all documentation shall be sent to the Dean of the College of Arts and Sciences. After review, the Dean of the College of Arts and Sciences will submit nominations and recommendations to the Faculty Review Committee of the Graduate Council for their review. The Graduate Dean shall review all actions of the Graduate Faculty Review Committee and may accept or reject recommendations. The Graduate Dean will then appoint the members of Category III Graduate Faculty.

C. Review

Graduate faculty status shall be reviewed every four years by the Graduate Committee of the Department of English, using the procedures detailed in this document. Appropriate recommendations will follow the above stated nomination process.

D. Modified Service and Retired Faculty.

Assistant, Associate, or full Professors holding graduate faculty membership at the Category III level at the time of modified service or retirement may continue to act as advisers for their advisees in progress at the time of retirement with the approval of the English Department Graduate Committee and notification to the Graduate School. For these retired faculty members to engage in graduate teaching or advising activities not in progress at the time of retirement, approval of both the Graduate Committee of the Department of English and the dean of the Graduate School shall be required.

E. Ex Officio Membership in Category III Graduate Faculty.

Faculty members who have demonstrated evidence of mature, independent work over time in scholarly, research, or creative activities but whose current programs of activity are impeded because of major university administrative responsibilities may be designated for Ex Officio membership in Category III of the graduate faculty as deemed appropriate by the graduate dean.

F. Appeals.

Faculty members not recommended for Category III will have the right to file appeals through the English Department Graduate Committee, the Dean of the College of Arts and Sciences, and the Graduate Dean.

G. Functions of Category III Graduate Faculty

1. Teach 5000- and 6000-level courses;
2. Serve as members of Master's Advisory Committees;
3. Serve as members of Dissertation Committees;
4. Serve as major professors or co-major professors for master's and doctoral degree students;
5. Serve as major professors or directors for master's theses or doctoral dissertations;
6. Serve as Graduate School representatives (university members) for doctoral dissertations or final comprehensive examinations for the D.M.A.