

5.5 SCHOOL OF PUBLIC HEALTH AND HEALTH PROFESSIONS *(Last Revised: 05/2008)*

Membership Requirements:

The School of Public Health and Health Professions has established no requirements for appointment to the Graduate Faculty beyond those set forth in the By-laws of the Graduate School and by the Health Sciences Divisional Committee. Appointment to the Graduate Faculty is based on the substantive criteria described here, and is available to faculty holding either unqualified or qualified appointments. There are two (2) categories of membership within the Graduate Faculty: "Member" and "Associate Member".

Associate Membership is specifically designed to recognize those individuals who meet the respective category criteria outlined in the By-laws of the Graduate School, and who are expected to play a meaningful role in graduate education and training only at the master's program level. Members may serve as committee members or as major advisors for both Master's and Ph.D. students.

"Member" requisite qualifications are:

1. Possession of the highest degree of the field usually the Ph.D. or its equivalent.
2. Personal engagement in scholarly activity
3. Capacity to actively direct graduate study
4. Having a definite role to play in the graduate program.

Particular emphasis is placed upon item 2 of these requirements; the School of Public Health and Health Professions expects a candidate to be actively engaged in scholarly communication, beyond their Ph.D. dissertation or post doc work, in peer reviewed journals. All tenured and tenure track faculty are given automatic "member" status consistent with current Graduate School policy. Emeritus faculty may continue to work with graduate students as Members of the Graduate Faculty.

Associate Members requisite qualifications are:

1. Possession of the appropriate academic credentials in the field, minimally the master's degree, or equivalent competence. Associate Members may be faculty members who hold a Ph.D. but do not fulfill the criteria for Members.
2. Having a meaningful role to play in a graduate program(s), including but not limited to lectures and graduate training toward the master's degree.
3. Current involvement in scholarship or creative activity pertinent to the discipline.
4. Ability to direct graduate study towards a master's degree.

Additionally, a nomination for Associate Member of the Graduate Faculty should include a letter from the Chairperson of the candidate's Department setting forth the candidate's qualifications and anticipated role in the School's graduate programs. Support of the nomination by the Members of the graduate faculty of the nominating department should be indicated by a numerical tally of their vote. In the case of persons holding primary appointments outside the School of Public Health and Health Professions, Graduate Faculty membership does not automatically transfer to the School of Public Health and Health Professions. No candidate for a degree in the Graduate School may be appointed to the faculty of the Graduate School. Visiting faculty are normally not eligible for appointment to the faculty of the Graduate School.

Initial Appointment:

Initial appointment to the Graduate Faculty is made through a process initiated by the Chair of the department in which the candidate holds his or her primary academic appointment. Each department sets the policy and process for identifying candidates. Department nominees and the names of those eligible for automatic appointment are submitted to the Dean of the SPHHP or the Dean's designate using the appropriate Graduate Faculty form. Nominees must have a current CV on file in the Dean's office or the candidates CV must accompany the Graduate Faculty Nomination form. The Dean of SPHHP or the Dean's designate forward the nomination form and relevant material to the appropriate Graduate Faculty committee for consideration.

Periodic Review Criteria and Procedures:

All Members and Associate Members of the School of Public Health and Health Professions Graduate Faculty shall be subject to a periodic review process, which will be conducted by the SPHHP at regular intervals but no less than every 5 years. The SPHHP's Dean or the Dean's designate shall initiate the review process. Department Chairs will review their graduate faculty based on the following criteria:

- a. Evidence of continuing involvement in a graduate program, as indicated by participation in graduate education;
- b. Evidence of continuing scholarly activity, supported by materials such as abstracts and publications.

An early review (i.e., other than regular School reviews) may be called at the discretion of the Department Chair, if he/she identifies one or more faculty members who may no longer be appropriate for service on the Graduate Faculty. Approval from the School for continuing appointment as graduate faculty requires personal correspondence from the faculty member's Chair to the Dean of the School of Public Health and Health Professions or the Dean's designate, and the current curriculum vitae of the faculty member must be on file in the Dean's office.