November 18, 2008

UNIVERSITY OF MASSACHUSETTS AMHERST
COLLEGE OF EDUCATION
GRADUATE FACULTY STATUS CRITERIA

Graduate Faculty Status (GFS) within the College of Education is required by the Graduate School for individuals engaged in the following three graduate activities:

1. Teaching M.Ed Courses & Advising M.Ed. Students
2. Teaching Doctoral Courses, Advising Doctoral Students, & Serving on Doctoral Committees
3. Chairing Doctoral Committees

Review materials for GFS will consist of the following:

- Newly hired tenure/tenure-track faculty, and full-time lectures, would submit their curriculum vita and two letters of recommendation.
- Part-time lecturers and any graduate students teaching graduate level courses would submit their curriculum vita or resume, two letters of recommendation, evidence of teaching experience, memorandum of support from the concentration coordinator.
- Faculty (tenure/tenure-track faculty and full-time lecturers) seeking renewal of GFS would submit their Annual Faculty Report (AFR), the evaluation document sanctioned by the Faculty Senate and University. The AFR offers the latitude needed to tailor criteria to meet the unique needs of each department and allows for integration with existing university review processes and timelines. GFS review will occur concurrently but not as part of the already established personnel actions (e.g., reappointment, RTDY, TDY, PMYR, and Review for promotion to Senior Lecturer).
- A change in GFS may be requested at the time of review of the AFR outside of these codified evaluations.

Each Department in consultation with the Department Chair within the College of Education will determine how the criteria will be applied.

**Tier I: Teaching M.Ed. Courses & Advising M.Ed. Students**

A. The awarding of GFS for teaching is determined at the time of hire. GFS will be determined by the appropriate Department Personnel Committee with the recommendation of the Concentration Coordinator and Department Chair to the Dean.

The review of relevant materials by the Department Personnel Committee, Department Chair, Graduate Program Director, Dean, and the Graduate School will determine the appropriate teaching level. In general, faculty without terminal degrees who hold at least a master's degree will be permitted to teach courses below 700 and advise M.Ed.
students. In addition, current doctoral students may apply for and be awarded Tier I graduate faculty status for teaching on a course-by-course basis. Exceptions may be granted in special circumstances when approved by the Graduate School.

Subsequent reviews for renewal of GFS at this tier will occur with the terms of the Graduate School approval and during contract renewal/personnel review. Teaching evaluations will be used by the Department Personnel Committees and Chairs at the time of these reviews and Section II, Parts A-F, of the Annual Faculty Report (AFR) for those with multi-year appointments. For all others who do not complete an AFR, teaching evaluations will be reviewed by the Department Chair in consultation with the Concentration Coordinator.

Section II – Teaching Activity, Parts A-F, of the AFR includes:
Scheduled Instruction
Independent Study or Practica
Instructional Activity, Non-credit Based
Major Changes in Teaching Approach or Responsibilities
Advising
Instructional Materials
Any major teaching and advising activities last year which are not adequately covered in the previous areas.

Tier II: Teaching Doctoral Courses, Advising Doctoral Students, & Serving on Doctoral Committees

To be awarded GFS for Tier II, all qualified personnel must meet the GFS teaching and advising criteria for Tier I, in addition, to possessing a terminal degree and meeting the criteria for Tier II listed below.

Criteria for this tier includes evidence of active engagement in research or professional activities as reflected in the curriculum vita and/or Sections III, Parts A-C, or Section IV, Part B-C, of the AFR.

Section III – Research Activity, Parts A-C, of the AFR includes:
Scholarly Books or Chapters and Monographs
Edited Books, Anthologies, Collections, Bibliographies
Articles in Journals
Reviews (book, drama, music or art), Abstracts, Pamphlets, and Other Publications
Papers and Presentations at Off-campus Conferences, Meetings, Symposia, etc.
Sponsored Activity
Musical Works
Creative writing
Performing Arts
Works of Art
Other research, creative or professional activities not adequately covered in any of the previous areas

Section IV - Service to Profession or Discipline, Parts B-C, of the AFR includes:
Editor or ad hoc reviewer for a professional journal
Member, peer review panel
Service to disciplinary association
Scholarly awards, degrees and honors
Professional Public Service
Other professional service activities or accomplishments not adequately covered in any of the previous areas

Reviews for renewal of GFS at this tier will occur with the terms of contract renewal/personnel review. Sections III, Parts A-C, and Section IV, Parts B-C, of the Annual Faculty Report (AFR) will be used by the Department Personnel Committees and Chairs for recommendations to the Graduate Program Director to be approved by the Graduate School.

Tier III: Chairing Doctoral Committees

To be awarded GFS for chairing doctoral committees, all personnel must meet the GFS Tier II teaching and doctoral committee membership criteria, be tenure/tenure-track faculty or a senior lecturer with a terminal degree, and meet the criteria for Tier III listed below.

Criteria for this tier includes evidence of active engagement in research or professional activities as reflected in the curriculum vita and/or Sections III, Parts A-C of the AFR.

Section III – Research Activity, Parts A-C, of the AFR includes:
Scholarly Books or Chapters and Monographs
Edited Books, Anthologies, Collections, Bibliographies
Articles in Journals
Reviews (book, drama, music or art), Abstracts, Pamphlets, and Other Publications
Papers and Presentations at Off-campus Conferences, Meetings, Symposia, etc.
Sponsored Activity
Musical Works
Creative writing
Performing Arts
Works of Art
Other research, creative or professional activities not adequately covered in any of the previous areas

Reviews for renewal of GFS at this tier will occur with the terms of contract renewal/personnel review. Section III, Parts A-C, of the Annual Faculty Report (AFR) will be used by the Department Personnel Committees and Chairs for recommendations to the Graduate Program Director to be approved by the Graduate School.