

# Medical College of Georgia School of Graduate Studies GRADUATE FACULTY APPOINTMENT PROCEDURES

## **APPOINTMENTS TO THE SCHOOL OF GRADUATE STUDIES**

The School of Graduate Studies is responsible for post-baccalaureate education at the Medical College of Georgia. The faculty is an integral part of carrying out this responsibility and is the catalyst to create an innovative and academic environment. Recommendations for faculty appointment to the School of Graduate Studies will be accepted continually throughout the calendar year.

### **I. Appointment Eligibility**

An academic joint (or secondary) appointment in the School of Graduate Studies is based on the qualifications of the faculty member in the area of education and training involving graduate studies. It is recognized that there must be both fundamental qualifications, as well as specific qualifications to be eligible for a faculty appointment.

Faculty who hold an appointment within an MCG clinical or basic science academic unit with a primary and/or joint assignment within a department, institute, or center that awards graduate degrees are eligible for an appointment to the faculty of the School of Graduate Studies at the rank commensurate with their academic unit rank.

Faculty who hold an appointment in a clinical science academic unit without an assignment in a department, institute or center that awards graduate degree are not eligible for appointment to the School of Graduate Studies.

### **II. Fundamental Qualifications for all Graduate Faculty**

1. Instruction in graduate level courses and programs, including research mentorship, where appropriate.
2. Scholarly activity and/or creative work of high quality.
3. Publication and communication of scholarly work.

### **III. Specific Qualifications**

These are listed below under, "Criteria for Appointment to the Graduate Faculty..."

1. in programs leading to the Ph.D. and masters in the biomedical sciences.
2. in programs leading to masters or post-professional graduate degrees in the Allied Health Sciences.
3. in programs leading to the M.S.N., DNP or Ph.D. in Nursing.

#### IV. Appointment Types

- a. **Regular Faculty:** Regular graduate faculty members are defined as faculty members who have a full-time or part-time appointment within an academic unit at MCG and are MCG employees. Regular faculty in the School of Graduate Studies may train MCG graduate students and may chair/co-chair or serve on graduate school committees, including students' Advisory Committees. The responsibility of the co-chair with regular appointment to the School of Graduate Studies faculty (as well as the other members of the Advisory Committee) is to ensure that the student is properly educated according to the standards of the Medical College of Georgia.
- b. **Adjunct Faculty:** Adjunct graduate faculty members are defined as faculty members who have non-paid appointments within an academic unit at MCG (are not considered MCG employees), but are actively involved in teaching and/or scholarly activity not associated with patient care. Adjunct faculty in the School of Graduate Studies may train MCG graduate students and serve on graduate school committees. Adjunct faculty may co-chair an Advisory Committee. The other co-chair must have a primary appointment at MCG and must be a regular member of the School of Graduate Studies faculty with an appointment in the same academic unit or an assignment to the same institute or center as the adjunct faculty co-chair.

#### V. Appointment Process

1. The Academic Unit Chair or Institute/Center Director (or, for graduate nursing programs, the Associate Dean for Academic Programs in Nursing) initiates the faculty action and approval process for an appointment within the School of Graduate Studies. The initiating unit should prepare a **Graduate Faculty Appointment Recommendation/ Justification (form available on last 2 pages of this document)** reflecting the unit's review and approval of the recommended appointment according to its process for faculty actions. The School of Graduate Studies requires 20 copies of the Appointment Form and 20 copies of the faculty member's curriculum vitae (in the MCG Format, guidelines available at [www.mcg.edu/faculty/office/QuickLinks/cvformat.pdf](http://www.mcg.edu/faculty/office/QuickLinks/cvformat.pdf)).

##### ***Appointment Recommendation and Justification***

The Graduate Faculty Appointment Form should be completed with the inclusion of current academic rank and unit as well as the Institute and/or Center assignment. The section entitled "Recommendation/Justification Details" must be completed by the initiating unit and, when applicable, both the Academic Unit Chair and the Director of the Institute/Center must sign in agreement. Since percent effort and quality and quantity associated with research and teaching varies by department, the Chair/Director must provide a personal assessment of research competency and teaching competency with an emphasis on the experience of the candidate that is pertinent to graduate education, but which may not be apparent from the standard curriculum vitae.

##### ***Evidence of Teaching Experience at the Graduate Level***

**Teaching experience at the graduate level must be specifically documented in detail in the application for graduate faculty appointment.** If graduate teaching experience is not specifically detailed in the curriculum vitae, a one- or two-page description of all previous graduate teaching activities must be appended to the standard CV.

2. The Dean will forward the credentials (Form and CV) of each candidate to the members of the Graduate Council at least five (5) days prior to the next regularly scheduled, monthly meeting of the Graduate Council.

3. The Graduate Council will review the credentials of each candidate. Recommendations to appoint or not to appoint will be made by majority vote of the membership present at the Graduate Council meeting. In the case in which a candidate is not recommended for appointment, the Dean will provide a written statement explaining the Council's decision.
4. The Dean of the School of Graduate Studies will accept or reject the Graduate Council's recommendation of each candidate. In a case in which a candidate is recommended for appointment, the Dean will sign the Appointment Form and return it to the dean's office of the originating (primary) school. In the case in which a candidate is not supported by the Dean for an appointment, the Dean will notify the primary and secondary units of the decision.
5. Following the receipt of the approved Graduate Faculty Appointment Form from the School of Graduate Studies, the originating school will initiate an ePAR reflecting the appointment and route it according to HR policies. Following approval of the Provost and President of the University, the Dean will communicate to the candidate by letter, the Institutional decision with a copy sent to the primary academic unit and, when applicable, the institute/center to which the faculty is assigned. In cases in which appointment to the School of Graduate Studies was not recommended, the Dean will inform the candidate of such action and will communicate to the individual means of strengthening his or her application for future graduate faculty appointment.

**CRITERIA FOR APPOINTMENT TO THE GRADUATE FACULTY IN PROGRAMS LEADING TO THE  
Ph.D. AND MASTERS IN THE *BIOMEDICAL SCIENCES***

1. **DEGREE:** An earned terminal degree, usually a doctorate, in the candidate's field.
2. **RESEARCH COMPETENCY:** Evidence of research competency in an area of graduate study. Such evidence may include: a) recent publications of the results of original investigation in appropriately edited journals in which manuscripts are critically evaluated; b) research grants; c) recognition of research competency by service on national review committees; d) national or international recognition of scholarly activity.
3. **TEACHING EXPERIENCE:** Approximately three years' teaching and/or research experience at the graduate and/or professional level after receiving the earned doctorate degree (or earned terminal degree, in some instances). It is recognized that postdoctoral research and/or experience, when coupled with participation in graduate education programs, may serve toward this requirement.
4. **PARTICIPATION:** Active planning and participation in the full spectrum of instructional, research and service activities of a department authorized to offer a program of study leading to a graduate degree. This spectrum of activity includes teaching of graduate courses, attendance at and participation in departmental meetings, planning and directing programs of graduate students, and any other activity of the department relevant to graduate education.

**CRITERIA FOR APPOINTMENT TO THE GRADUATE FACULTY WITH PRIMARY RESPONSIBILITY IN  
THE *ALLIED HEALTH SCIENCES***

1. **DEGREE:** An earned terminal degree, usually the Master's degree, in the candidate's field. Extensive professional experience (seven or more years), with evidence of creativity as defined below, may be considered in lieu of an earned terminal degree in the candidate's field. If appropriate for his/her role in a department, the candidate should hold a current registration, license or certification to practice in his/her area of competency.
2. **RESEARCH COMPETENCY:** Evidence of research competency in an area of graduate study. Such evidence shall include (a) and one or more of (b) through (e): a) a minimum of one recent research publication, or evidence that a manuscript has been accepted for publication; b) research grants; c) jury selected research presentations; d) evidence of creativity that will include the development of simulation and instructional packages, and course and curriculum development receiving broad acceptance as evidenced by enhanced student performance or peer review of the materials; e) national or international recognition of scholarly activity.
3. **TEACHING EXPERIENCE:** Approximately three years' teaching experience, of which at least one is at the graduate level following receipt of an earned terminal degree.
4. **PARTICIPATION:** Active planning and participation in the full spectrum of instructional, research and service activities of a department authorized to offer a program of study leading to a graduate degree. This spectrum of activity includes teaching of graduate courses, attendance at and participation in departmental meetings, planning and directing programs of graduate students, and any other activity of the department relevant to graduate education.

**CRITERIA FOR APPOINTMENT TO THE FACULTY OF THE SCHOOL OF GRADUATE STUDIES FOR  
FACULTY IN THE *SCHOOL OF NURSING***

**1. DEGREE:**

Master's degree in nursing or a related field, plus an earned doctorate in nursing or a related field.

**2. RESEARCH AND/OR SCHOLARLY PRACTICE COMPETENCY**

Evidence of research or scholarly practice competency in area of graduate study. Such evidence shall include (a) and one or more of (b) through (e): a) a minimum of one recent peer-reviewed scholarly publication, or evidence that such manuscript has been accepted for publication; b) extramural funding for scholarly activity and/or creative work of high quality; c) peer-reviewed and selected scholarly presentations; d) recognition of scholarly competency by conduct of independent research, consultation, and/or service on national committee in area of expertise; e) national or international recognition of scholarly activity.

**3. TEACHING EXPERIENCE**

Approximately three years teaching and/or mentoring student research, of which at least one is at the graduate level following receipt of an earned doctorate. It is recognized that postdoctoral research and/or experience, when considered with graduate education programs, may serve towards this requirement.

**4. PARTICIPATION**

Active planning and participation in the full spectrum of instructional, practice, research and service activities of the School of Nursing. This spectrum of activity includes teaching of graduate courses, attendance at and participation in graduate seminars, participating in departmental meetings, planning and directing programs of graduate students, and any other activity of the department relevant to graduate education.



**School of Graduate Studies  
Graduate Faculty Appointment  
Recommendation/Justification**

Please refer to **Graduate Faculty Appointment Procedures**  
[www.mcg.edu/gradstudies/documents/GradFacApptProc08.pdf](http://www.mcg.edu/gradstudies/documents/GradFacApptProc08.pdf) for detailed information on eligibility and process.

**Name of Recommended Faculty:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_ **Campus Phone:** \_\_\_\_\_

**Approved Faculty Ranks/Title – Approved Administrative/Academic Unit:**

| Rank/Title | Academic Unit |
|------------|---------------|
| 1. _____   | _____         |
| 2. _____   | _____         |
| 3. _____   | _____         |
| 4. _____   | _____         |

**Center/Institutes:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Degrees:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Recommendation/Justification:** The Chair/Director must provide a personal assessment of research competency and teaching competency with an emphasis on the experience of the candidate that is pertinent to graduate education, but which may not be apparent from the standard curriculum vitae. **All teaching experience at the graduate level must be specifically documented in detail either here, in the CV, or as an addendum.**

**Graduate Faculty Appointment form, p.2**

**Name of Recommended Faculty:** \_\_\_\_\_

**Authorization:**

**Requesting Center/Institute Director (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Requesting (Primary) Department Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Requesting (Primary) School Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Secondary Department Chair (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Secondary School Dean (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**School of Graduate Studies Dean** \_\_\_\_\_ **Date** \_\_\_\_\_