**Youngstown State University**

**College of Graduate Studies**

**Graduate Faculty Membership Standards Document  
Beeghly College of Liberal Arts, Social Sciences and Educaton**

These guidelines will govern graduate faculty membership applications originating in the Beeghly College of Education. The guidelines, developed in consultation with members of the college's graduate faculty, set out membership designations and criteria and the application and review procedures through which membership is acquired.

**Graduate Faculty Designations and Criteria**

**Category 1 Member**

To be recommended for appointment as a Category 1 member of the graduate faculty, an applicant shall satisfy the criteria specified below with respect to scholarship, teaching, and professional preparation. In applying these criteria, the Graduate Studies committee shall be cognizant of the nature of the Beeghly College of Education as a professional school, the centrality of teaching to its mission, and the value the University's *Vision for a Premier Metropolitan University* places on the integration of teaching, scholarship, and service.

The Beeghly College of Education Graduate Studies Committee encourages faculty to provide a portfolio of illustrative or representative works with their application for membership. The responsibility for doing rests with the individual faculty member. Appointment as a Category 1 member of the graduate faculty will be for a five-year term.

1. Teaching and Instruction

Applicants must present evidence of significant contributions to enhance graduate-level instruction during the preceding four years, such as the extent to which their work reflects the utilization of appropriate instructional techniques, a concern with contemporary problems of practice, the imparting of the current research knowledge base in the field, the involvement of students in action research, the use of authentic assessment methods to evaluate student performance, the on-going revision of courses based on feedback from students and practitioners, etc.

Examples of portfolio items may include, but not be limited to, the following: new program or course proposals; course syllabi, bibliographies, and revisions of the same; original instructional materials, software, and multimedia; student assessment instruments; samples of student work products; videos of classroom instruction; student and peer course evaluations; lists of independent studies, thesis, or dissertations supervised; evidence of faculty instructional development programs attended and other items widely accepted by peers as evidence of quality teaching.

2. Scholarship

Applicants must provide evidence of scholarship during the four preceding years. Examples of scholarship for the purposes of these guidelines are characterized as primary or secondary in nature. To be eligible for regular member status, a faculty member must normally present evidence of either two scholarly activities from the primary category or one from the primary category and not fewer than three from the secondary category. However, the members of the Graduate Studies Committee recognize that the traditional foundation for judging an applicant's credentials lies in the degree to which the evidence of scholarship presented indicates that peers outside Youngstown State University value the applicant's scholarly products and activities.

a. Primary Evidence

Primary evidence of scholarship may include: an article in a respected refereed journal; a book or book chapter published by a respected press; a peer-reviewed presentation at a national or international meeting which is disseminated to peers or practitioners in written, audio, video, or other medium; a significant externally funded grant awarded on a competitive basis after peer review; election as an executive officer of a national or equivalent professional association or learned society; or another scholarly activity that is widely agreed by peers within the profession to represent a similar level of contribution to the discipline.

b. Secondary Evidence

Secondary evidence of scholarship may include: an article or chapter in a professional journal or monograph; the editorship or membership on an editorial review board of a professional journal in one's discipline; .a peer-reviewed presentation at a state or regional professional meeting; election to an executive office in a state professional association or learned society; a sustained, discipline-related collaborative research or consultation project with a state or local school district or other agency; membership on an accreditation team or professional review panel; a competitively-funded small grant; or another scholarly activity that is widely agreed by peers within the profession to represent a similar level of contribution to the discipline.

3. Professional Preparation

Candidates will have an earned doctorate or other terminal professional degree appropriate to their discipline.

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Introduction:

A Category 1 member of the graduate faculty must hold a terminal degree in her/his field, show

evidence of peer-recognized publication and productive, ongoing scholarship, and demonstrate

effective involvement in the graduate program or graduate-credit coursework. Guidelines for

and examples of appropriate scholarship, teaching, and service are listed on the following pages.

Category 1 members who, upon completion of their current five-year period of appointment, fail to meet these expectations for renewal purposes may apply for "Category 2" or "Category 3"

member status through their departmental chair.

Scholarship:

Applicants for Category 1 membership are expected to meet a minimum of one (1) peer-reviewed publication that may be published in any of a variety of professional media, or a major peer reviewed externally funded grant award, or a creative publication/production that is considered to represent a similar level of scholarly contribution to the discipline by one's professional peers. Such publications or activities must have been accomplished within the five year period immediately preceding the submission of the application.

With the minimum of one basic publication, applicants should be prepared to support their case

with a combination (minimum of two) of "other forms of productive scholarship" listed below,

applications demonstrating one peer-reviewed professional book-length study or creative

production, or two peer-edited chapter or article publications will not require any further

substantiation of scholarly activity.

Other Forms of Productive Scholarship:

1. Conferences and Workshops
   1. Type: professional, scholarly, or public (see Service); international, national, or regional.
   2. Publication in proceedings (see Publications).
   3. Level of participation: chair or moderator role, invited presentation, poster presentation, or attendance as relevant to graduate teaching and research.
   4. Scholarship-based organization and planning.
2. Consulting Work as evinced by novel creative consequences, and/or professional presentation and publication (see Scholarship and /or Service if appropriate).
3. Editorial and Referee Activities
   1. Importance to discipline
   2. External or internal to the University
   3. Reviewing grants or programs
   4. Refereed for conference or journal
   5. Editing books, journals, articles, newsletters
4. Further Academic Work
   1. Relevance to department, college, and University
   2. Post-doctoral work
5. Grant Writing
   1. Preparing and submitting (PI/PD)
   2. Consulting with colleagues (co-authoring)
   3. Success of project (follow-through)
   4. Importance to department, College, and University
6. Involvement in Professional Organizations
   1. Type of organization: international, national, state, regional
   2. Capacity served

Teaching:

Applicants for Category 1 membership must meet the primary requirement of preparation

and/or teaching of a course awarding graduate credit. Consideration will also be given

to the following activities:

1. Advising or Mentoring Students
   1. Serving as mentor
   2. Thesis or project advisor or committee member
   3. Involving students in research
2. Collegiality
   1. Sharing expertise, knowledge, and resources with colleagues
   2. Participation in faculty development activities
   3. Cooperating with other faculty in multi-sectioned and sequenced courses
3. Consulting Work Relevant to Teaching (see Scholarship or Service if appropriate)
4. Development of Courses and Curriculum
   1. Significant modifications to existing courses
   2. New courses
   3. Curriculum revision
5. Development of Teaching Methods
   1. New methods of presentation (e.g., multi-media)
   2. Teaching innovations, including use of raw technology
   3. Conference attendance
6. Pedagogy-Based Scholarship (see Scholarship if appropriate)
   1. Publications on pedagogy
   2. Conference/workshop participation
7. Student Evaluations
8. Teaching Beyond the Classroom
   1. Guest lecturing
   2. Advising non-YSU students' thesis or project
   3. In-service workshops
   4. Off-campus study tours

Service:

Applicants for Category 1 membership should offer evidence of service activities in relation to

their discipline, the university, and the community as listed below:

1. To the discipline
   1. Outside tenure reviews
   2. involvement in professional organizations, conferences and workshops
   3. consulting work (see Scholarship if appropriate)
2. To the University
   1. advising or student consultation beyond a normal level
   2. efforts to increase graduate student retention and recruitment
   3. committee participation in the department, college and University
   4. leadership in service activities, including administrative appointments
3. To the Community
   1. serving as judge for science fairs, essay contests, etc..
   2. organizing fairs, festivals, and similar activities
   3. consulting work (see Scholarship if appropriate)
   4. contributions to K-12 education
   5. presentations to community groups

Note: These examples do not exhaust the possibilities of relevant activities for the

consideration of graduate faculty appointments.