**Graduate Appointment Guidelines**

Graduate Faculty status for the various programs in the College of Graduate Studies is conferred by the Advisory Committee of the respective program and affirmed by the College of Graduate Studies after review by the Dean.

Graduate faculty appointments fall into two groups: **Primary Faculty** and **Adjunct**
Any faculty who are not members of the Primary faculty of NEOMED would be automatically assigned Adjunct status.

**Adjunct Appointment Guidelines**
The Adjunct appointment is conferred on an individual:

1. Who intends to contribute to graduate education through course instruction
2. Who has been sought out to serve on a graduate student's committee based on the faculty member's expertise
3. Does not hold a faculty appointment at NEOMED

**Graduate faculty levels: I, II, III**
The levels are the same for both Primary Faculty and Adjunct appointments. Privileges are based on a faculty member meeting the criteria as outlined below and program need. Graduate faculty levels vary in the level of teaching and supervision of graduate students.

The Level (I, II, or III) of the Primary appointment is determined by the GFC, and the appropriate program(s) by Program Director with ultimate approval by the Dean of the College of Graduate Studies.

The Level (I, II, or III) of the Adjunct appointment is determined by the program director, with ultimate approval by the Dean of the College of Graduate Studies.

**Level I Criteria:**

1. **Has an earned doctorate or the equivalent in a professional field or possess a terminal degree appropriate to the specialty or equivalent qualifications.**
2. **Has demonstrated scholarship within the field of expertise.**

Someone meeting these requirements may:

a) Teach graduate coursework
b) Serve on a Master's committee
c) Oversee scholarly work, e.g. a Capstone project

**Level II Criteria: Meet requirements of Level 1 and:**

3. **Has experience in graduate education**
4. **Has demonstrated scholarship via publication within the field of expertise**

Someone meeting these requirements may:
May do Level 1 and:

d) Direct a Master's thesis
e) Serve on a Dissertation committee
f) Direct a Doctoral Dissertation with an Advisor*

**Level III Criteria (Primary Faculty Only) Meet requirements of Level 1 & 2 and:**

5. **Has an earned doctorate**
6. **Member of the tenure-track or tenured core faculty of the University**
7. **Has served on a Doctoral Dissertation committee**

Someone meeting these requirements may:
May do Level 1, 2 and:

g) Direct a Doctoral dissertation

Graduate Faculty will have their status reviewed every 3 years.
*An Advisor is someone who holds level III status.