Department of Romance Languages Graduate Program Faculty Guidelines

August 2018

1. Qualifications for Membership in the Department of Romance Languages Graduate Program Faculty

Members of the Department of Romance Languages Graduate Program Faculty (hereafter Romance Languages GF) are entrusted with upholding the research and advanced practical training mission of the Department and the University. There are three principal intellectual criteria for faculty members seeking membership in the Romance Languages GF:

1. Doctorate or highest earned terminal degree from an accredited institution in the faculty member’s discipline or equivalent professional experience.

2. Proficiency in scholarly research and/or practice in linguistics, literary and cultural studies, and language teaching. Through their own current research productivity and practices, members of the Romance Languages GF have established themselves as leaders in their areas of expertise. Evidence of demonstrated proficiency includes, but is not limited to:

2.1 An active research agenda as indicated by the publication of scholarly books, critical editions, translations, articles in refereed journals, invited book chapters, edited volumes, refereed conference presentations, grants and contracts received, and other scholarly activities appropriate to the Department of Romance Languages' disciplines.

2.2 Editorial work, such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of grants and manuscripts for scholarly journals and presses.

2.3 Active practice of the profession, as indicated by consultations, contracts, and other certifications.

2.4 Recognition of research and creative contributions by awards, prizes, and fellowships.

3. Proficiency in supervising scholarly research or practice of the profession. Members of the Romance Languages GF bear primary responsibility for teaching and training future generations of researchers, scholars, and practitioners.  Evidence of demonstrated proficiency in supervision includes one or more of the following:

3.1 Prior supervision of student research, professional skills development, or service as a major professor/advisor or committee member for theses and dissertations.

3.2 Prior supervision of practitioners in academic settings.

3.3 Demonstrated potential to direct Master’s or Doctoral candidates successfully.

In addition to the three intellectual criteria listed above, the Department of Romance Languages also must ensure that those directing research and teaching graduate courses are able to provide the type of sustained support, commitment, and access necessary to ensure that the students with whom they have been entrusted receive the mentoring, practical, professional, and research training appropriate for a university of our stature.

If non-tenure track faculty meet the above criteria, they may be appointed to the Romance Languages GF. They will follow the same procedures for appointment and reappointment as tenure-track faculty.

1. Responsibilities and Rights of the Romance Languages GF

1. Tenure-track members of the Romance Languages GF can:

* serve as a major professor to PhD and MA students.
* teach 6000-9000 level courses.
* serve as members of the UGA Graduate Council.
* vote for faculty as representatives to serve on the UGA Graduate Council.
* vote on appointment, reappointment, removal and/or revocation of faculty membership to the Romance Languages GF.
* vote on changes to GPF guidelines

2. Primary responsibilities of tenure-track Romance Languages GF members include:

* overseeing research/scholarship and training of masters and doctoral candidates.
* preparing masters and doctoral candidates for the practice of their profession.
* teaching graduate courses as assigned by the Department head.
* otherwise participating in the graduate programs of the Department of Romance Languages.

3. Non-tenure track members of the Romance Languages GF may:

* serve as committee members (but not major professors) for MA exam committees
	+ Academic Professionals may serve on PhD committees as well
* teaching Master’s level (6000 and 7000) graduate courses as assigned by the Department Head
* voting for faculty as representatives on the UGA Graduate Council
1. Procedures for Appointment and Reappointment of Graduate Program Faculty
2. Following the recommendation of the Romance Languages GF, newly hired faculty may be recommended for Graduate Faculty appointment. Faculty not recommended for appointment at the time of hire may be recommended by the Romance Languages GF at a later time.  In all cases, it is the responsibility of the Department of Romance Languages to notify the college of recommendations to the Graduate Faculty.
3. Faculty applying for appointment to the Romance Languages GF will submit supporting evidence of their qualifications as stipulated in sections A.1-A.3 of this document. This evidence should include an updated *curriculum vitae* and, if requested, copies of publications, presentations, grants, and/or other evidence of scholarly activities.
4. The appointment of new members or the reappointment of members under review will be confirmed by a simple majority of current voting members of the Romance Languages GF through in-person voting, electronic voting, or absentee ballot.

4. The review and evaluation of materials for reappointment will be made by current voting members of the Romance Languages GF during the third-year, tenure, or post-tenure review process. This periodic review will also include adjunct and retired Graduate Faculty. The outcome of the periodic review for reappointment to Romance Languages GF will be reported to the college.

5. Retired faculty members who are actively involved in supervising students or serving on graduate committees will be allowed to continue to serve as members of the Romance Languages GF, but they will not retain graduate faculty status indefinitely. They will normally be re-appointed only to serve out their commitment to students for whom they serve as chair or committee member at the time of retirement. Retired faculty should not take on new advisees.

1. Revocation of Graduate Program Faculty status

1. A member of the Romance Languages GF may have their Graduate Faculty status removed if they fail to meet the intellectual criteria outlined in section A and/or the responsibilities outlined in section B, as assessed during the periodic review process. The Department of Romance Languages will then notify the college so that it can maintain a list of active Graduate Faculty.

2. It is also possible for a member of the Graduate Faculty to have their status revoked by the Dean of the Franklin College, the Dean of the Graduate School, the Provost, or the President outside the periodic review process. Revocation may occur for egregious violations of the institution’s Non-Discrimination Anti-Harassment policy or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Program Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work or remain active in the practice of the profession according to the criteria defined by the Department of Romance Languages, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of work place violence policies.

3. Procedures for revoking Graduate Faculty status and appeal to the dean of Franklin College were approved by the Graduate Council on November 30, 2016.

4. If Graduate Faculty status is not granted or if it is revoked, faculty members may appeal the decision to the Dean of Franklin College.