

# Guidelines for Departmental and Program Graduate Faculty Qualification Standards

## Disaster Preparedness & Emergency Management Program

### Graduate Faculty Status Qualifications

#### A. Regular Member

##### 1. Qualifications

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

A Doctorate in or a related field to disaster preparedness & emergency management (DPEM) is considered an appropriate terminal degree for the DPEM program.

Appropriate disciplines or fields for the terminal degree include but are not limited to:

- Nursing and Health Professions
- Homeland Security
- Emergency Management
- Public Administration
- Law
- Public Health
- Education
- Environmental Services
- Business
- Sciences

Few institutions of higher education offer doctorates in DPEM. The discipline is new enough that those with doctorates in related fields may still not have requisite DPEM experiences. In the event faculty with the terminal degree is not available, a faculty recognized as a state, national or international subject matter expert would be granted graduate faculty status specific to their expertise. Examples of evidence of faculty expertise include but are not limited to:

- Employed as a disaster preparedness & emergency management expert
- Certified Emergency Manager
- Author of textbook used in disaster preparedness & emergency management
- Certified in course of interest by Center for Domestic Preparedness or Emergency Management Institute
- Served as an Incident Command or general staff for a major disaster
- Extensive field experience as a volunteer or temporary employee in a major disaster
- International experience related to disaster preparedness & emergency management
- State, national or international recognized expert in disaster preparedness & emergency management

The DPEM program considers the following examples of “appropriate level of scholarly activity:”

- Published articles in peer reviewed journals
- Authored textbooks in area of expertise
- Written procedural/training manuals for areas of expertise

## **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

The DPEM program has adopted the Graduate Faculty Handbook’s six-year term for graduate faculty appointment.

## **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

## **B. Temporary Member**

### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a

Temporary Member of the Graduate Faculty may reapply.

The DPEM program has adopted the university's three year term for temporary graduate faculty status.

### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.