

Minimum Graduate Teaching Certification Standards

College of Sciences

I. Introduction

The Teaching and Research Faculty Handbook of Old Dominion University (p. 158, Jan 2019 version) states that each academic college graduate committee, or its equivalent, shall evaluate the faculty recommended for certification for graduate instruction by the college's departments. Specific criteria for certification will be published by departments and the college prior to this decision. The Graduate Studies Committee of the College of Sciences shall apply the criteria outlined in this document in recommending certification for graduate instruction to the Dean.

II. Certification Procedure

The Department Chair, in consultation with the appropriate departmental committee(s), is responsible for recommending to the Graduate Studies Committee of the College of Sciences whether a given faculty member should be certified for graduate instruction and, if so, at what level the individual should be certified. The Graduate Studies Committee, which will be composed of all Graduate Program Directors, then makes its recommendation to the Dean of the College of Sciences. The Department Chair will notify faculty who are to be evaluated for certification and provide them with a copy of this document. Faculty undergoing review for the first time may be certified at any time. Faculty undergoing re-certification will be evaluated during the Spring Semester of the final year of their current certification period, with the departmental recommendation being received by the Graduate Studies Committee of the College of Sciences no later than March 1. Faculty are certified for a period of five (5) years.

III. Certification Level

Faculty may be recommended for graduate instruction certification at one of three levels.

Faculty certified at Level 1 or 2 will possess the terminal degree in their respective fields. Faculty certified at Level 1 may participate in all phases of graduate education and are allowed to chair advisory, thesis, and dissertation committees. Faculty certified at Level 2 may teach graduate courses and serve as members of advisory, thesis, or dissertation committees but may not chair or co-chair these committees.

Faculty may be certified at Level 3 if they possess a terminal degree and have advanced professional expertise in a particular field. These faculty may only teach graduate courses

germane to their particular professional expertise and may only serve on a graduate committee if their particular expertise is relevant to the student's research. In addition to approval at the departmental and college levels, Level 3 certification requires justification and approval by the provost or designee.

A faculty member previously certified at Level 1, but who cannot be recertified at that level, will be considered for Level 2 certification. These faculty can no longer chair student committees and are no longer allowed to accept new graduate students. Student committees chaired by faculty who move to Level 2 status must be restructured with a new chair certified at Level 1. Faculty members may be considered for certification at Level 1 once they have fulfilled the minimum requirements.

IV. Minimum Standards for Level 1 Graduate Certification

Candidates for Level 1 certification will have met the following minimum criteria. In those instances where departmental criteria exceed those put forward by the College, candidates must meet the more demanding criteria. Candidates not meeting these criteria will be considered for Level 2 certification.

1. During the previous five years, candidates will have published

- at least two articles in refereed journals or other qualified refereed publications, or at least one book through a scholarly press, or
- at least one refereed book-length monograph.

Refereed book chapters may substitute for no more than one refereed journal publication. Publications in predatory journals will not count toward graduate teaching certification.

2. During the previous five years, the candidate will have made at least two formal presentations at recognized national or international scientific conferences. Presentations at predatory conferences will not count toward graduate teaching certification.

Faculty may substitute national and international conferences with

- regional conference presentations
- refereed publications exceeding the minimum requirements for certification.

Substitutions will be considered by the Graduate Studies Committee of the College of Sciences. In evaluating such substitutions, the Committee will take into account the scholarly stature of the regional conference and the extent of the region served by the conference. The burden-of-proof for all substitutions and/or exceptions resides with the Department Chair who must justify such requests in a letter to the Graduate Studies Committee.

V. Initial Graduate Certification

Faculty who have held a terminal degree for less than four years may be awarded an initial Level 1 certification. Such faculty should have an expressed interest in graduate teaching and a demonstrated potential for scholarly research.

VI. Materials to be submitted when seeking Graduate Certification

1. a current curriculum vitae
2. (optional) a statement of evaluation and support from the Department Chair
3. (optional) copies of publications, other research or creative work, and/or conference programs and papers presented during the previous five years