

As approved 1/27/2025

Feb 17, 2025

NOTE TO GRADUATE COUNCIL:

— Please review this policy against the Graduate School policy (<https://graduateschool.charlotte.edu/faculty-and-staff-resources/faculty-appointment>).

— Note that it is OK for department policies to be more restrictive than that of the general policy of the Graduate School but not less restrictive.

Criteria for Appointment/Reappointment to the Graduate Faculty Department of Health Management and Policy

The Graduate Faculty within the Department of Health Management and Policy will make recommendations to the Chair concerning appointments and reappointments to the Graduate Faculty. Faculty seeking membership to either category (Regular Graduate Faculty Membership or Associate Graduate Faculty Membership) must meet established criteria approved by the Graduate Council. Initial appointment to Graduate Faculty will be for 3 years and is initiated by the Department Chair at the time of hire for new tenured and tenure-track faculty or as described below for other cases. Faculty members seeking reappointment to the Graduate Faculty may be reappointed to a 5-year term by the Dean of the Graduate School upon endorsement by the Department Chair. Both initial appointments and reappointments include evidence or (for new appointments only) promise of graduate teaching effectiveness and scholarly activity and a statement from the Chair describing such activity.

I. Regular Graduate Faculty Membership Appointment and Reappointment for the Professorial Ranks

I.a. Education

Full-time faculty members at the academic rank of Assistant Professor, Associate Professor, or Professor who hold the terminal degree (doctorate; e.g., PhD, DrPH, DHA) in the discipline are eligible for membership in the Graduate Faculty.

I.b Research and Scholarship

The faculty member must document evidence of past and current, regular and consistent, scholarly contributions that are disseminated in peer-reviewed contexts in professionally recognized venues. Graduate Faculty status normally requires a level of scholarly research and productivity consistent with the College of Health and Human Services and Department policies, which recognize that research expectations may vary in form and quantity by Tenured/Tenure-Track or Special Faculty status and other position details. This includes a significant number of peer-reviewed publications (articles, books and invited book chapters) or other scholarly publications. Assessments of meeting or exceeded expectations on annual evaluations are prima facie evidence of having met this standard. Appropriate justification can be considered should this threshold not be met.

I.c. Teaching and Mentoring

Although initial appointment to the graduate faculty may not require evidence of having been actively involved in graduate education, all members of the graduate faculty must have been actively involved in graduate education since their last review. Involvement may include teaching graduate courses, advising graduate students, serving on graduate student committees, advising graduate organizations, mentorship, service on Graduate Council, participation in graduate curriculum development, and assisting with governance or administration of graduate programs. Assessments of meeting or exceeded expectations on annual evaluations are prima

facie evidence of having met this standard. Appropriate justification can be considered should this threshold not be met.

II. Associate Graduate Faculty Membership Appointment and Reappointment

The Department of Health Management and Policy embraces the added value of colleagues with part-time or full-time appointments at the rank of instructor, lecturer, or senior lecturer, and teaching, clinical, practice, or research assistant, associate, or full professors. Such colleagues contribute meaningfully to the development and success of graduate students enrolled in the unit's degree programs. In particular, the unit embraces professionally prepared colleagues with a relevant terminal degree and with unique practice experiences who contribute to the unit's degree programs. Appointment and reappointment of persons to Associate Graduate Faculty Membership are consistent with guidelines established by relevant accreditation agencies (i.e., the Commission on Accreditation of Healthcare Management Education (CAHME) and the Council on Education for Public Health (CEPH). Faculty members teaching graduate courses at the master's level or serving on master's project or thesis committees are required to hold an appropriate graduate degree. Faculty members teaching graduate courses at the doctoral level or serving on doctoral dissertation committees are required to hold an appropriate doctoral degree or professional terminal master's degree with at least two years of full-time practice experience.

II.a. Education

Part-time or adjunct faculty members who hold a terminal degree (doctorate) in a relevant discipline are eligible for Associate Graduate Faculty Membership Appointment and Reappointment. Appointments involving lecturers or adjunct colleagues holding a relevant master's degree (without a doctorate) will follow the procedure specified by Academic Affairs ("Exceptions to the Criteria for Accreditation of the Commission of the Southern Association of Colleges and Schools") to document their eligibility based on their professional and academic experience. Master's prepared practice professionals teaching graduate courses at the master's level or serving on master's student project or thesis committees in the Department of Health Management and Policy meet one or more of the following criteria: hold the Master of Business Administration (MBA), Master of Health Administration, or other related graduate degree; possess nationally recognized certifications such as the Certified Public Accountant (CPA) or Certified Health Education Specialist (CHES); have at least two years of full-time practice experience; and demonstrate the capacity to serve as a content expert in graduate student research programs.

II.b. Professional Development

The faculty member is typically expected to document evidence of previous or current contributions to the discipline that are disseminated in professionally recognized venues. All associate graduate faculty members should have demonstrated professional development and continuing education since their last review such as: participation in continuing education or professional development meetings and workshops; maintaining or acquiring appropriate certification or licensure; funding for research or program development from local, regional, state, or national organizations; invited or peer-reviewed presentations at professional conferences; holding elected or appointed office in a professional society or organization

germane to the discipline; articles reproduced in proceedings or other similar compilations; and technical reports.

II.c. Teaching

All associate graduate faculty members should have been actively involved in graduate education since their last review. Involvement may include but not limited to teaching graduate courses, advising graduate students, serving on graduate student committees, advising graduate organizations, mentorship, participation in graduate curriculum development, and assisting with governance of the graduate programs.

III. Nomination of Full-Time Non-Tenure Track Faculty for Regular Graduate Faculty Membership

A full-time non-tenure-track faculty member (e.g., lecturer, senior lecturer, clinical or teaching professor) may self-nominate or be nominated for regular graduate faculty membership in accordance with University policy. The nomination, submitted in writing to the unit Chair, must address how the nominated faculty member satisfies each of the following University criteria:

- Full-time faculty engaged with graduate education (i.e., teaching, mentoring, etc.): See section II.c Teaching above for examples of how a faculty member may demonstrate engagement with graduate education.
- Full-time faculty conducting research and/or publishing in their field: See section II.b Professional Development above for examples of how a faculty member may demonstrate engagement in research and/or publication.

Nominees will have completed or will agree to participate in mentor training prior to mentoring graduate students.

Nominees will chair no more committees than the average tenure track faculty member in the department: The unit norm for maximum committees chaired at one time is typically no more than 1 to 2 committees, with rare and well justified exceptions.

Initial regular graduate faculty appointments are for three-years, even in cases where the individual held a longer associate graduate faculty appointment.

Research Publication Assessment - Department of Health Management and Policy

In April 2024, the College of Health and Human Services adopted updated benchmarks for annual accomplishments in the three areas of teaching, research, and service. Expectations for research funding and publications for tenure-track and tenured faculty by workload option to “Meet Expectations” in Research in the Annual Evaluation include “...it is expected that tenure-track faculty produce a three-year average of 2 new publications a year (articles, books, book chapters, proceedings etc.) or other scholarly publications.” Each unit in the College was charged with designing a system to assess journal quality that will specify how the supervisor will apply the criteria in this section to faculty publications.

The Department of Health Management and Policy adopts the following system for:

A. Tenured/tenure-track Faculty:

1. Journal articles should be included in national, international indexes (PubMed, Medline, PsycINFO, PsycArticles, JSTOR, LexisNexis, Healthcare Administration Database, SCOPUS, ERIC, Ovid, EBSCOhost, ProQuest or area specific) or included in the Clarivate annual publication of the Journal Citation Reports (JCR). Regardless of whether the publications are first-authored, senior authored, or include multiple authors, they must meet the minimum expectation for inclusion in the three-year average. Although impact factors are one metric for assessing the overall quality of a journal, publications that are from the Clarivate annual publication JCR (rank in the upper half of specialty categories consistent with our disciplinary focus and mission) and/or appear in journals with acceptance rates less than <50% are judged as particularly meritorious.
2. Other scholarly products can be included in the three-year publication average but are limited to no more than one-third of the total number of publications included in any three-year average. Such products may include publications in indexed, peer-reviewed journals that are not included in JCR; invited first-author editorials; original articles published in the conference proceedings; invited book chapters; books; and edited volumes. Inclusion of these products must be accompanied by a brief narrative that demonstrates their utility in developing or sustaining a faculty member’s identified program of research or line of inquiry; visibility in the field; or increased likelihood of generating external research funding.
3. Other professional contributions – although possibly valuable to the overall developmental landscape of an individual faculty member’s activities – are not included in the *College of Health and Human Services three-year average including letters to the editor; brief commentaries; publications in trade journals; articles reproduced in proceedings or other similar compilations; and technical reports.

B. **Specialty Faculty with a scholarly research requirement

1. Scholarly products meeting Criteria A1 and A2 above count toward special faculty productivity metrics and without the one-third limitation noted for A2. These scholarly products meet the College’s requirement of an average of 1 piece of scholarly work per year for Specialty Faculty with a scholarly research requirement.

2. In addition, special faculty products can include novel teaching innovations or practices, community presentations, providing expert testimony, professional practice contributions or standards, engagement in community-based research, or scholarship of integration and application (particularly within clinical and community settings).
3. Other scholarly products consistent with these principles and professional practice norms and specified/approved in advance by the Unit Head as fulfilling this requirement

* See the [*CHHS RPT Handbook*](#) (Section 5: Scholarly Research and Other Professional Activities) *These professional contributions meet the unit-level scholarly requirements.*

** See the [*CHHS RPT Handbook*](#) (Section 3: Lecturer and Senior Lecturer Performance Review) *note regarding Research Activities for these contracts/appointments.*