

# THE UNIVERSITY OF MEMPHIS

## FOGELMAN COLLEGE OF BUSINESS AND ECONOMICS

### Doctoral Faculty Classification Standard

*(Approved by Council on April 27, 2000)*

*(Revised September 28, 2009)*

#### **General:**

Faculty who supervise doctoral dissertations and/or teach Ph.D. classes undertake a significant responsibility to mentor and help prepare Ph.D. students for entry into their chosen career. Part of that responsibility centers around a faculty member's ability to:

- (a) help students recognize, assimilate and interpret the appropriate research literature in their chosen area of study;
- (b) train students to identify and formulate dissertation proposals that focus on important and relevant questions in their discipline;
- (c) guide students in developing and implementing the appropriate research methodologies to address their topic; and
- (d) assist students with the preparation of the final dissertation manuscript.

These responsibilities require doctoral faculty to maintain currency as well as fluency in the research areas in which they supervise Ph.D. students. To assist faculty in the maintenance of these characteristics, the following classification standards are proposed to help identify those faculty best qualified to teach Ph.D. courses and supervise doctoral dissertations.

#### **Graduate Faculty Membership:**

The Graduate School of the University of Memphis defines a graduate member of the Graduate Faculty as any faculty member who has published six or more articles (or equivalencies) in national recognized, refereed outlets over a six-year period. Equivalencies are defined as scholarship activities judged by the College as equivalent in quality to a research article (e.g., national conference proceedings, books, etc.)

The standard for graduate membership on the Graduate Faculty of the University is proposed as adequate for Fogelman College faculty teaching masters courses. For those faculty interested in teaching Ph.D. courses or chairing dissertations, the following additional standards are proposed:

1. **Doctoral Faculty**—To be eligible for this category, a faculty member must have been judged to meet the standard for graduate member status as defined by the Graduate School. In addition, the material qualifying the individual for Graduate Faculty status must include at least one article appearing in a journal designated by the respective department faculty as a "B" category journal or higher.

Doctoral faculty are eligible to teach Ph.D. classes and Ph.D./Masters classes. They may serve as dissertation committee members, but may not chair dissertations. The designation of doctoral faculty status, once awarded, will remain in force until the concurrent Graduate Faculty status awarded by the Graduate School expires. At that time, the faculty member is encouraged to re-apply for both designations.

Faculty whose scholarly research does not meet this standard may apply for an exception in cases where: their scholarly research productivity includes nationally recognized published proceedings, books or other equivalent work whose quality is judged to be at least equal that of their department “B” category journals. In these cases, it is the responsibility of the petitioning faculty member to provide evidence of external validation to support their claim of equivalent quality for the item(s) in question. Examples of such evidence might include acceptance rates, citation index figures, or any other quantitative or reputational evidence. The Ph.D. Program Sub-Council for Graduate Studies and Research will be the body responsible for making the final determination on the merits of the petition for exception.

2. **Doctoral Mentors**—To be eligible for this category, a faculty member must have been judged to meet the standard for graduate member faculty status as defined by the Graduate School. In addition, the material qualifying the individual faculty member for Graduate Faculty status must include at least one article appearing in a journal designated by the respective department faculty as an “A” category journal or higher.

The procedure for consideration of exceptions described above would be followed for this membership category. It is the responsibility of the petitioning faculty member to provide acceptable evidence of external validation to support their claim of equivalent quality for the item(s) in question. Examples of such evidence might include acceptance rates, citation index figures, or any other quantitative or reputational evidence. The Ph.D. Program Sub-Council for Graduate Studies and Research will be the body responsible for making the final determination on the merits of the petition for exception.

Doctoral mentors are eligible to teach Ph.D. classes and Ph.D./Masters classes, serve as dissertation committee members, and chair dissertations. The designation of doctoral mentor status, once awarded, will remain in force until the concurrent Graduate faculty status awarded by the Graduate School expires. At that time, the faculty member is encouraged to re-apply for both designations.

Tenure-track faculty members are awarded associate member status by the Graduate School upon their initial appointment to the faculty and completion of their degree. Upon promotion to Associate Professor, the Graduate School routinely awards graduate member status to the faculty member. Associate members of the Graduate Faculty may apply for and receive Doctoral Faculty status prior to their promotion to Associate Professor. This provision allows interested tenure-track faculty to teach Ph.D. and Ph.D./Masters classes. Associate members of the Graduate Faculty may not, however, apply for Doctoral Mentor status prior to their promotion to Associate Professor and receipt of Graduate Faculty member status.

Application for Doctoral Faculty and Doctoral Mentor status is determined by majority vote of the Ph.D. Program Sub-Council for Graduate Studies and Research. A faculty member wishing to apply for consideration may file the appropriate form with their department chair. The department chair must indicate their endorsement of the application prior to submitting it to the Chair of the

### Page 3, Doctoral Faculty Classification Standard

Ph.D. Program Sub-Council for Graduate Studies and Research for consideration at the next scheduled Sub-Council meeting. Upon approval, the decision is recorded in the minutes of the meeting, the application form is signed by the Sub-Council Chair, and forwarded to the individual faculty member. A copy is also sent to the Associate Dean for Academic Programs for the Ph.D. program records.

The initial implementation of the doctoral classification standard will be undertaken by the respective departments through their Ph.D. coordinators and department chairs. Beginning with the Fall 2000 semester, all faculty whose scholarly research record qualifies them for Doctoral Faculty and/or Doctoral Mentor status will be nominated by the department chairs and considered for approval by the Ph.D. Program Sub-Council for Graduate Studies and Research. Requests for exceptions will also be considered in cases such as those described above by the Ph.D. Program Sub-Council for Graduate Studies and Research. Once approved, individual faculty will retain Doctoral Faculty and/or Doctoral Mentor status until their concurrent Graduate Faculty member status awarded by the Graduate School expires. At that time, the faculty member is encouraged to re-apply for both designations.

**DOCTORAL FACULTY / MENTOR APPLICATION FORM** Fogelman  
College of Business & Economics

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

University Graduate School Faculty Status: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Application for: \_\_\_\_\_ Doctoral Faculty \_\_\_\_\_ Doctoral Mentor

Recommended by: \_\_\_\_\_  
Dept. Chair signature

Please attach a current copy of curriculum vitae (using University format).

---

Ph.D. Sub-Council for Graduate Studies Evaluation:

1. Does candidate meet standards for application category?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      **Doctoral Faculty**  
\_\_\_\_\_ Yes      \_\_\_\_\_ No      **Doctoral Mentor**

If No, why not?

\_\_\_\_\_ insufficient quantity of research output at this time.

\_\_\_\_\_ insufficient quality of research output at this time.

\_\_\_\_\_ other (specify) \_\_\_\_\_

\_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chair, Ph.D. Program Sub-Council for Graduate  
Studies and Research | \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Dean, Fogelman College of Business & Economics