

COLLEGE OF ARTS AND LETTERS
GRADUATE TEACHING CERTIFICATION STANDARDS

The *Faculty Handbook* of Old Dominion University states that “each academic college graduate committee, or its equivalent, shall evaluate the faculty recommendation 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 Arts and Letters shall apply the criteria outlined in this document when recommending to the Dean certification for graduate instruction. In each of the following categories of certification, a statement must be provided from the department chair or director which indicates that “evaluations of this instructor’s teaching performance afford no reason to doubt his or her ability to teach, direct, and evaluate the work of graduate students in the course or duties to which he or she will be assigned.”

In all applications for regular and provisional certification, the faculty member must show continuous and ongoing scholarship during the past five-year period under review; i.e., all of the publications, presentations, shows, commissions, or performances should not be concentrated in one year unless the faculty member or the department can demonstrate in other ways that scholarship is ongoing and that it is intended for eventual publication and/or creative dissemination.

The following criteria for certification should be considered minimal; it is expected that most applicants shall exceed them.

I. Regular Graduate Certification

Regular or Adjunct faculty who receive a regular five-year certification to teach graduate-level courses must normally have the terminal degree in their field (in most cases, Ph.D. or M.F.A., depending on the discipline). In unusual cases, faculty members who do not have the terminal degree will be certified for graduate-level teaching if they have fulfilled the other criteria.

In addition, candidates for regular five-year certification must meet at least one of the following criteria. The emphasis in each of the criteria is on both quantity and quality of scholarship as indicated through peer or professional validation:

1. **Publications:** During the previous five years, the faculty member will have minimally produced at least two articles in refereed journals (print or on-line) or one book published by a reputable press. Publications comparable to refereed journal articles, such as book chapters in anthologies published by reputable presses, will be considered if evidence is provided of scholarly review through editorial assessment or similar peer evaluations. One edited book will be considered as sufficiently meeting this standard if evidence is provided that the faculty member’s contribution is equivalent to two refereed articles.

In situations where the faculty member exerts editorial control over the publication in question, evidence must be provided to the committee that the publication was subjected to a peer-reviewed process.

2. Publications/Presentations: If one article or comparable publication has been published during the previous five years, then at least two presentations at international or national conferences may be substituted for a second publication. One regional conference presentation may be substituted for a national or international presentation if significant participation from beyond the region is involved. Faculty must meet the requirements under section 1 in the subsequent five-year certification period.
3. Presentations: During the previous five years, the faculty member will have made at least four different presentations at international or national association meetings if he/she had no publications in that period. One regional conference presentation may be substituted for a national or international presentation if significant participation from beyond the region is involved. Presentations made at national or international conferences may include either a faculty member's research or comments made as part of a conference panel in which the faculty member serves as the invited panel commentator/respondent. Only one of the total four presentations may be a commentary/response. It should be noted that the faculty member must be able to demonstrate that he/she is engaged in ongoing research intended for publication. Faculty must meet the requirements under section 1 in the subsequent five-year certification period.
4. Grants: A grant received from an external grant-giving agency may be substituted for one article or two presentations. One summer or short-term grant from an external grant-giving agency may be substituted for two conference presentations, and one year-long or multi-year grant from an external grant-giving agency may be substituted for one published article. Faculty must meet the requirements under section 1 in the subsequent five-year certification period.
5. Journal Editorships: The editing of academic journals is generally considered to fall under the category of service, but in instances where original editorial content is written by the editor, this may be considered as meeting publication certification standards on a case-by-case basis.

In the literary, performing or visual arts (Studio Art, Music, or Theatre) certification for teaching lecture or seminar courses whose content emphasizes theory or history will be granted to a regular or adjunct faculty member who fulfills the above criteria. Certification for teaching classes whose content emphasizes writing, performance, or studio skills will be granted a faculty member who meets one of the following criteria:

6. Commissions and Exhibitions: In Studio Art, at least two private or public commissions or two juried or invitational exhibitions at the state, regional, national, or international level during the past five years.
7. Performances: In Music or Theatre Arts, at least two state, regional or national reviewed performances during the past five years.

8. Peer Evaluations in Lieu of Published Reviews of Performances: In any of the performing arts, a committee of peers made up of one external evaluator and two members of the Old Dominion University faculty, may be appointed by the departmental chair to evaluate the work or performance level of the candidate when published reviews are unavailable. In such cases, the written evaluation of the committee shall be submitted with the recommendation of the chair of the Arts and Letters Graduate Studies Committee.
9. Creative Writing: In Creative Writing and related fields, at least two essays, two short stories, fifteen pages of poetry, one book, one novel, one play, or one screenplay published by a reputable press or journal during the past five years. Creative works that are optioned or are produced at the state, regional or national levels may be considered a form of publication.
10. Grants: In Studio Art, one summer, year-long, or multi-year grant from an external grant-giving agency may be substituted for one private or public commission or one juried or invitational exhibition at the state, regional, national, or international level during the past five years. In Music, or Theatre Arts, one summer, year-long, or multi-year grant from an external grant-giving agency may be substituted for one state, regional, national, or international juried/reviewed performance during the past five years. In Creative Writing and related fields, one summer, year-long, or multi-year grant from an external grant-giving agency may be substituted for one short story, essay, block of poetry, or their equivalents. Faculty must meet the requirements under sections 5, 6, 7, or 8 in the subsequent five-year certification period.

II. Regular Doctoral Certification

Doctoral certification enables faculty members to participate in all phases of graduate education, including the chairing of doctoral dissertation committees and instruction at the 800-level.

In addition to the requirements for regular five-year graduate certification, candidates for doctoral certification must meet the following criteria:

1. Publications: During the previous five years, a total of at least three articles in refereed journals and/or refereed book chapters, or one scholarly book published by a reputable publishing house. Up to three research reports for grants of which the faculty member was the principal investigator may be substituted for up to three refereed journals and/or refereed book chapters or for a scholarly book. One edited book will be considered as meeting this standard in part or in full, if evidence is provided that the faculty member's contribution is equivalent of up to three refereed articles. Presentations may not be substituted for publications.

In situations where the faculty member exerts editorial control over the publication in question, evidence must be provided to the committee that the publication was subjected to a peer-reviewed process.

2. Journal Editorships: The editing of academic journals is generally considered to fall under the category of service, but in instances where original editorial content is written by the editor, this may be considered as meeting publication certification standards on a case-by-case basis.
3. Commissions and Exhibitions: In Studio Art, at least three private or public commissions or three juried or invitational exhibitions at the state, regional, national, or international level during the past five years.
4. Performances: In Music or Theatre Arts, at least three state, regional or national reviewed performances during the past five years.
5. Creative Writing: During the previous five years, a total of at least three essays, three short stories, twenty pages of poetry, one book, one novel, one full-length play, or one screenplay published by a reputable press or journal. As with regular certification, creative works that are optioned or are produced at the state, regional or national levels may be considered a form of publication.

III. Provisional Graduate Certification

Any faculty member who has held a terminal degree for less than four years, or who has returned to teaching and research from an assignment for which at least half the responsibility was administrative, can be given a provisional regular graduate certification for a period not to exceed three years.

IV. Provisional Doctoral Certification

A chair or director may request provisional doctoral certification for a faculty member, if he/she has held a terminal degree for less than four years and his/her specialty is deemed to be essential to a given doctoral or other terminal degree program.

V. Exceptional Credentials Graduate Certification

A faculty member who, over the course of his or her career has attained national or international preeminence as a result of scholarly or professional activities (e.g., as a writer, political figure, artist, practitioner or research grant writer) may be awarded regular (five-year) certification. Any request under this provision must contain compelling evidence about the national or international reputation of the individual.

Upon submission of a portfolio, which has been peer-reviewed at a comparable academic institution, an exceptional practitioner who lacks a terminal degree and/or scholarly publications may be considered for graduate certification for courses that emphasize the practitioner's skills.

VI. Appeals Process for a Graduate Certification Decision

If the faculty member disagrees with the committee decision, he/she may appeal the decision directly to the dean of the College. To initiate the process, the faculty member must resubmit all certification materials, along with a cover letter that justifies his/her case. The dean shall reach his/her decision within one month of the appeal. The dean's decision is final.

VII. Materials to be submitted when seeking Graduate Certification

1. The University form (available from the College website).
2. The College form (available from the College website).
3. A current curriculum vitae
4. A letter from the candidate explaining his or her participation in graduate education during the past five years.
5. A statement of support from the department chair or director in the candidate's department or program.
6. Copies of publications, other research or creative work and/or conference programs and papers presented during the previous five years. Submit only materials necessary to meet the minimum requirements. Materials will be returned promptly after the certification decision is made.

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