

## Graduate Teaching Certification Standards (Revised March 2023)

According to the ODU Faculty Handbook “Faculty are to be certified for graduate instruction in their field of specialization based on the appropriate college’s published criteria of required scholarly and/or professional accomplishments, satisfactory teaching performance at the advanced level of appropriate disciplines, and necessary terminal graduate degrees.”

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

### Definitions

“The College” refers to the entire faculty of the College of Arts and Letters, as represented by colleagues who serve on the Graduate Studies Committee.

A “five-year” period of certification refers to five consecutive threesemester (i.e. fall, spring and

## I. Level I Certification

According to the Faculty Handbook, "Faculty certified at Level I are eligible to participate in all levels of graduate education, including chairing and serving on doctoral dissertation committees and master's thesis committees."

Candidates for Level I certification must have the terminal degree and, in addition, must meet 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, a faculty member must have at least three articles in refereed journals and/or refereed book chapters, or one scholarly book published by a reputable press. 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. The Committee will consider one edited book as meeting this standard in part or in full, if the faculty member provides evidence that the his or her contribution is the equivalent of up to three refereed articles. For Level I certification, a faculty member may not substitute presentations of papers or participation in academic conferences for publications.

In situations where the faculty member exerts editorial control over or input into the publication in question, he or she must provide evidence to the Committee that a double-blind peer review process evaluated the publication.

Generally, the Committee considers the editing of academic journals to fall under the category of service rather than scholarship. In cases where the faculty member wrote original scholarly content, the Committee may consider this as scholarship.

In studio art, one summer, yearlong, or multi-year grant from an external grantgiving 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, yearlong, or multi-year grant from an external grantgiving agency may be substituted for one state, regional, national, or international juried/reviewed performance during the past fiveyears. In creative writing and related fields, one summer, year-long, or multi-year grant from an external grantgiving agency may be substituted for one short story, essay, block of poetry, or their equivalents. Faculty who avail themselves of this substitution must meet the requirements under sections ,12, 3 or 4 as appropriate (without the benefit of this substitution) in the subsequent fiveyear certification period.

## II. Level II Certification

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presentations may be a commentary/response. In his or her application for certification, the faculty member must demonstrate that he/she is engaged in ongoing research intended for publication. Faculty who satisfy certification requirements under this standard must meet the requirements under section II.1 in the subsequent five-year certification period.

3. Publications/Presentations: If one article or comparable publication has been published during the previous five years, then the faculty member may substitute at least two presentations at international or national conferences for a second publication. One regional conference presentation may be substituted for a national or international presentation if significant participation comes from beyond the region. Faculty who satisfy certification requirements under this standard must meet the requirements under section II.1 in the subsequent five-year certification period.

4. Commissions and Exhibitions: In studio art, a faculty member must have 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.

5. Performances: In music or theatre arts, a faculty member must have at least two state, regional, national, or international reviewed performances during the past five years.

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.

7. Creative Writing: In creative writing and related fields, a faculty member must have 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, national, or international levels may be considered a form of publication.

8. Grants: A grant received from an external grant-giving agency following a typical review process 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 who avail themselves of this substitution must meet the requirements of section II.1 in the subsequent five-year certification period.

### III. Level III Certification

According to the Faculty Handbook

Level III certification recognizes faculty who possess a terminal degree but who, in lieu of measurable research activity, possess advanced professional expertise in a particular field. Faculty certified at Level III are eligible to teach specific graduate level courses germane to their professional expertise. They may not chair doctoral dissertation committees or master's thesis committees, although if their particular expertise warrants this they may serve on these committees with the approval of the department/school graduate committee, the college graduate committee, the dean or designee, and the provost or designee.

### IV. Provisional Certification

In specific circumstances (3.7a(2) by 7(e)) The 005 Terminal (degrees) 0.9((e)) (14) 88 (a) 0.5 (j) 18.72(a) 09.4

## V. Exceptional Credentials Graduate Certification

In exceptional cases the College may certify faculty who do not satisfy the normal requirements, e.g., who do not possess a terminal degree, for graduate instruction. According to the Faculty Handbook, this is possible “only in extraordinary circumstances” and requires “the approval of the appropriate department/school committee, the college graduate committee, the dean or designee, and the provost or designee.” Faculty seeking graduate certification under this provision must provide a portfolio documenting their professional and/or academic credentials, including a letter from the department chair and/or graduate program director explaining the nature of the extraordinary circumstances. The Graduate Studies Committee reserves the right to request further documentation as it deems necessary. Faculty without a terminal degree shall not be certified at Level I.

## VI. Certification of Outside Readers for Dissertation and Thesis Committees

The Committee may certify faculty and scholars from outside the College to serve on doctoral dissertation and Master’s thesis committees (“outside readers”).

If the proposed outside reader has an academic position in another college at the University, the Committee will accept the certification of their home college as equivalent to Arts and Letters certification.

If the proposed outside reader has an academic position at another college or university, the Committee will accept that institution’s graduate instruction certification as equivalent to and satisfying Arts and Letters certification.

If the proposed outside reader is from an institution other than a college or university, the Committee will certify the reader for graduate instruction if they possess a terminal degree in the field of specialization as defined by the discipline and meets the college criteria for Level I, II, or III certification.

Certification under this standard is on a per-student basis. An outside reader who serves on more than one committee concurrently requires only one certification; a reader who serves on several committees sequentially requires recertification for each student. Graduate certification under this standard expires when the doctoral candidate or Master’s student successfully defends their dissertation or thesis, or terminates their course of study.

Proposed outside readers in faculty positions who clearly meet the standards above may receive fast-



Materials to be submitted when seeking Graduate Certification

1. The College form (available from the College website).
2. A current curriculum vitae
3. An optional letter from the candidate explaining how