

# 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

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



## **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