



AUBURN  
UNIVERSITY

College of Education

*Department of Curriculum and Teaching*

Graduate Handbook

Approved by Faculty

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## Table of Contents

<b>Introduction</b> .....	<b>5</b>
Curriculum and Teaching Mission and Vision .....	5
Graduate Degrees Offered by Curriculum and Teaching Program Areas.....	5
<b>Curriculum and Teaching Graduate Students</b> .....	<b>5</b>
Student Responsibilities.....	5
Advising .....	5
Research Ethics Training (CITI Training) and Institutional Review Board (IRB) approval .....	6
Continuous Enrollment.....	6
Degree Requirements and Processes.....	6
Masters-level Degrees (M.Ed., M.S.) .....	6
Education Specialist (Ed.S.) .....	6
Doctor of Philosophy (Ph.D.) .....	6
Academic Probation and Suspension.....	7
Graduate School – Advisors.....	7
Student Rights and Code of Conduct .....	7
Student Grievance Process.....	7
Annual Review of Doctoral Students.....	7
Graduate Students Travel Awards.....	8
Graduate Assistantship Policies and Procedures .....	8
Graduate Teaching Assistantships .....	8
Graduate Research Assistantships .....	9
Expectations of all Graduate Assistants in the Department of Curriculum & Teaching .....	9
Graduate Assistantship Appointment Parameters .....	10
Graduate Teaching Assistantship Annual Review .....	10
On-Campus Tuition Waiver Requirements.....	10
Graduate School Guidelines for Graduate Assistantships.....	10
Graduate Student Health, Vision, and/or Dental Insurance .....	10
Graduate Student Awards, Grants, and Fellowships.....	10
<b>Frequently Asked Questions</b> .....	<b>11</b>

What classes do I need to take? .....	11
How long will it take me to finish my degree? .....	11
What do I do when I'm having trouble communicating with my advisor or the professor teaching my class? .....	11
What conflict resolution resources are available?.....	11
What are Dissertation and Research hours and when can I take them? .....	11
What will I be doing when enrolled in Dissertation and Research hours? .....	12
I was accepted to present a research poster. Can I get it printed at Auburn? .....	12
My field project or dissertation defense is scheduled. Should I provide refreshments?.....	12
Can I take an undergraduate class, and have it count toward my full-time status, or have it count for credit toward my graduate degree? .....	12
I'm an international student who needs a reduced course load. How do I do this? .....	12
I'm a domestic student in my final semester. How do I request loan deferment and/or reduced course load? .....	12
<b>Helpful Links .....</b>	<b>12</b>
Auburn University Library Support.....	12
Biggio Center of the Enhancement of Teaching and Learning .....	12
Diversity, Equity & Inclusion.....	13
Graduate School Links.....	13
Contact Points, Including Graduate School Advisors .....	13
Doctoral Student Checklist.....	13
Graduate School Forms Directory .....	13
Graduate School Handbook.....	13
Master's, Certificate, Ed.S. Checklists.....	13
Graduate Student Organizations .....	13
Health and Wellness Resources (AU Cares, Medical Clinic, Student Counseling and Psychological Services).....	13
International Student Support through InterConnect .....	13
University Writing and the Miller Writing Center.....	13
International Student Support through InterConnect .....	13
<b>Curriculum and Teaching Faculty .....</b>	<b>14</b>
Graduate Faculty Status Levels and Teaching .....	14
Chairing Graduate Student Committees.....	14

Advising Responsibilities.....	14
Mentorship Responsibilities.....	14
Annual Review of Doctoral Students and Graduate Assistants.....	15
Policies on Academic Due Process.....	15
<b>Appendix A: Degree Plan Form.....</b>	<b>16</b>
<b>Appendix B: Graduate Faculty Status .....</b>	<b>18</b>
CURRICULUM AND TEACHING GRADUATE STATUS LEVELS OF MEMBERSHIP AND TERMS OF APPOINTMENT .....	18
CRITERIA, STANDARDS, AND PROCEDURES: APPOINTMENT AND REAPPOINTMENT .....	18
Level 0 .....	18
Level 1 .....	19
Level 2 .....	19

## Introduction

### Curriculum and Teaching Mission and Vision

Our **mission** is to enable all teacher candidates and teachers to understand, utilize, communicate, and appreciate the teaching profession in the world today and view themselves as part of that global community.

We also strive to provide teachers with the knowledge and skills to enhance learning among student populations characterized by diversity of individual learning needs, gender, ethnicity, culture, language, and socioeconomic status.

Our **vision** is to prepare teacher candidates and teachers to make reasoned decisions grounded in thoughtfully constructed values related to professional ethics, collaboration, diversity, and intellectual vitality.

We envision teacher candidates and teachers who use reflective thinking as a tool of practice in their development as competent and committed professionals throughout their coursework and teaching career.

We also envision teacher candidates and teachers who possess the skills and abilities to incorporate a variety of technologies to manage, evaluate, and improve student learning.

### Graduate Degrees Offered by Curriculum and Teaching Program Areas

Curriculum and Teaching offers graduate certificates and graduate degrees in 12 program areas. Degrees are listed in the Auburn University Bulletin:

[https://bulletin.auburn.edu/thegraduateschool/graduatedegreesoffered/curriculumandteachingmedmsedsphd\\_major/](https://bulletin.auburn.edu/thegraduateschool/graduatedegreesoffered/curriculumandteachingmedmsedsphd_major/)

## Curriculum and Teaching Graduate Students

### Student Responsibilities

#### Advising

When a student first enters a program, it is the responsibility of the faculty advisor to establish an initial meeting with the student to review program curriculum and develop a tentative plan of study. Students are also free to initiate a conversation with their assigned advisor whose name and contact information are listed in their acceptance letter.\*\*

Following this initial meeting, students should schedule an advising session with their faculty advisor *at least once per semester* (Fall, Spring, Summer). During the advising session, the student and faculty advisor should use a program of study form to keep track of the student's academic progress. If a program does not currently have such a form, graduate students should use the general form found in [Appendix A](#).

\*\*Note. Following the initial advising meeting, it is the responsibility of the student to initiate the request to meet with their faculty advisor.

## **Research Ethics Training (CITI Training) and Institutional Review Board (IRB) approval**

All graduate students who conduct research should complete the [Responsible Conduct of Research \(RCR\)](#) training and other required research ethics training through CITI. Work with your program advisor and faculty to be sure you complete the necessary training. Required training must be completed before any data is collected for research purposes. Following the completion of CITI Training, research activities must be approved by the IRB or receive a non-human-subjects determination through the IRB.

Find a link to CITI with instructions, protocol forms and sample documents needed for IRB approvals on the [Office of Research Compliance website](#).

## **Continuous Enrollment**

The graduate school has a continuous enrollment policy which states that students must be enrolled in at least one credit hour in any two semesters over the course of an academic year (i.e., fall, spring, summer). They must also be registered for at least one hour in semesters where they complete their comprehensive and/or final oral exams. For example, if a student is enrolled in the fall semester, then elects not to enroll during the spring semester, they must enroll in the summer to remain in good standing. Students must also be registered for at least one hour during the semester they plan to graduate. Please see the [full policy on registration requirements](#) for exact details and to avoid being dropped from your degree program.

## **Degree Requirements and Processes**

### **Masters-level Degrees (M.Ed., M.S.)**

- **Comprehensive Exam.** Your program will have specific requirements for your comprehensive exam process. Be sure to contact your advisor no later than midterm of the semester prior to the term in which you plan to graduate so you understand the process and expectations. The graduate school's [Ed.S./Master's checklist](#) is a helpful tool.

### **Education Specialist (Ed.S.)**

- **Comprehensive Exam.** Your program will have specific requirements for your comprehensive exam process. Be sure to contact your advisor no later than midterm of the semester prior to the term in which you plan to graduate so you understand the process and expectations. The graduate school's [Ed.S./Master's checklist](#) is a helpful tool.
- **Field Project.** Typically, the Education Specialist degree requires a field project. Contact your advisor at the beginning of your degree so you can discuss the field project process and expectations (e.g., topic selection, IRB requirements, and required deadlines).

### **Doctor of Philosophy (Ph.D.)**

- *Research Expectations.* Each program has varying research expectations for doctoral students. Doctoral students should plan to develop their research skills and productivities through coursework and collaborations with faculty and fellow students.

- *Comprehensive Oral, First Submission Draft, Final Oral Exam, Graduation.* Contact your advisor at the beginning of your degree so you can discuss the dissertation process and expectations. Stay in contact with your advisor as you progress so you can meet the degree-required benchmarks. The graduate school [doctoral student checklist](#) is a helpful tool.
- *Dissertation.* A complete and approved dissertation project is required by all Ph.D. students in the department. The dissertation should represent original, independent work. Doctoral students should review the Graduate School's doctoral student checklist, paying close attention to the [doctoral student's form workflow](#).

### **Academic Probation and Suspension**

The Auburn University Bulletin outlines acceptable [academic standing](#) for graduate students. Graduate students must maintain a minimum 3.0 GPA. Each semester the graduate school reviews graduate student GPAs. Any students with GPAs below 3.0 will first be placed on academic probation, and if the GPA remains below 3.0 for two consecutive semesters (or the next 11 hours, whichever comes first), they are placed on academic suspension. Those on academic suspension may not hold graduate assistantships.

The graduate school informs students and their departmental GPO each semester students are below the 3.0 GPA. The GPO reports this information to program faculty and/or the student's advisor.

### **Graduate School – Advisors**

- [Contact Points for the Graduate School](#)

### **Student Rights and Code of Conduct**

Students enrolled in graduate programs in the Department of Curriculum and Teaching are ensured the rights and due processes set forth in the [Auburn University Graduate Student Handbook](#). Likewise, students are expected to adhere to the university's [code of conduct](#). Failure to adhere to the graduate school academic and conduct policies can result in a recommendation for removal from the program.

### **Student Grievance Process**

Students have a right to issue complaints using [the formal process](#) provided by the Office of Student Affairs. *Before issuing a formal complaint*, students are encouraged to follow these steps:

1. Please attempt to address the grievance directly with the faculty member.
2. If the issue is not resolved, reach out to the department head.
3. If the issue is not resolved after communicating with the department head, reach out to Associate Dean for Academic and Faculty Affairs.
4. If the issue is not resolved following communication with the Associate Dean, complete the student complaint form.

### **Annual Review of Doctoral Students**

Each academic year, doctoral students will be evaluated to determine if they are making satisfactory progress towards their degree. Students who are not making adequate

progress will be placed on an academic action plan developed by the program coordinator and/or the assigned advisor. If a student fails to meet the criteria set forth in the action plan, the program will revisit the academic status of the student and they may be recommended for removal from the program.

Doctoral students only enrolled in dissertation hours also fall under this policy. If a student is not making sufficient progress towards their dissertation, the program coordinator and faculty mentor will develop an action plan with the expectation that established criteria will be met in order to remain in satisfactory academic standing.

### **Graduate Students Travel Awards**

Students may qualify for travel awards if they are presenting research at a state, regional, or national conference aligned with their program of study. These awards are jointly funded by the Department of Curriculum and Teaching and the College of Education. Students seeking funds should complete an application with approval from their advisor and department head. A link to the application can be found here:

<https://auburn.edu/academic/education/ed/graduatetravelawards/>

The Graduate Student Council also may provide funds for travel. Find out more by contacting an [Auburn University Graduate Council](#) representative.

### **Graduate Assistantship Policies and Procedures**

Curriculum and Teaching offers two types of graduate assistantships: graduate teaching assistantships (GTAs) and graduate research assistantships (GRAs). A full appointment with tuition waiver is typically considered to be 50% full-time equivalent (FTE). Each graduate student holding an assistantship must receive an appointment letter or other document specifying responsibilities.

### **Graduate Teaching Assistantships**

Graduate Teaching Assistantship positions are funded by the department based on instructional need. Graduate students holding a 50% FTE position will typically be assigned as the instructor of record to deliver 6 credit hours of undergraduate teaching during each semester of the regular academic year (Fall and Spring semesters). Exceptions to this assignment will be considered on a case-by-case basis and must be approved by the department head on an annual basis. Assignments may also vary if courses are over-enrolled or do not meet minimum enrollments as defined by the department's budgetary needs. To qualify as an instructor of record, a Graduate Teaching Assistant must have completed at least 18 hours of graduate coursework as specified in SACSCOC requirements. Funding for summer term teaching is the responsibility of the department. Accordingly, summer assignments are contingent upon instructional demand and the department's capacity to operate in keeping with the college's summer teaching budget guidelines. Assignments for GTA summer teaching will be requested by the program coordinator, but they are approved by the C&T department head and College of Education administration.



## **Graduate Research Assistantships**

Graduate Research Assistantship positions are typically funded through external grants and/or contracts acquired by faculty members. In rare cases and with compelling justification and prior approval from the Dean, a Graduate Research Assistantship may be funded by a department/school/college budget for a limited and pre-specified term. A standing exception is made for recipients of the *Presidential Graduate Research Fellowship* and the *Presidential Graduate Opportunities Program* award. For these awards, the department/school can use internal funds to support the unit's financial obligation if doing so aligns with sound budget oversight.

## **Expectations of all Graduate Assistants in the Department of Curriculum & Teaching**

- New graduate assistants must complete university, college, and department/school orientations as specified.
- Graduate assistants at 50% full-time equivalent (FTE) are expected to work 20 hours per week. The department/school may also offer other appointment options on a case-by-case basis.
- A 33% FTE appointment requiring 13-14 hours per week and provides a full tuition waiver.
- A 25% FTE appointment requiring 10 hours per week.
- For Graduate Teaching Assistants, the weekly work expectation includes class/meeting time, preparation time, and office hours.
- Graduate assistants should not be relegated to clerical or other duties more appropriate for hourly student workers. In some cases, an externally funded research assistantship may require some clerical duties as part of project management responsibilities for the grant or contract. In all cases, a graduate assistantship should contribute to the student's disciplinary and professional skills and knowledge.
- The term of service for a 9-month academic year Graduate Teaching Assistantship appointment (Fall and Spring semesters) starts on August 16 and ends on May 15. Fall-only appointments will start on August 16 and end on December 31. Spring-only appointments will start on January 1 and end on May 15. Graduate Teaching Assistants are not required to work on university holidays and are not expected to make up work hours missed for holidays. Additionally, Graduate Teaching Assistants are typically not expected to work when university classes are not in session, unless otherwise specified in their letter of appointment.
- Graduate Research Assistants are expected to work in accordance with the information in their letter of appointment, which may specify requirements to work at designated times during the week.

## **Graduate Assistantship Appointment Parameters**

GAs and GRAs are appointed annually. Based on job performance, academic standing/progression, and funding availability, graduate students may qualify for additional years of funding as specified by the department. For doctoral students, up to four years of support is typical but not required.

Priority for assistantship appointments will be given to full-time students. Accordingly, there is a general expectation that graduate assistants will not hold outside employment. C&T may, however, make exceptions in rare circumstances such as when the appointment is below 50% FTE. In all such cases, it is incumbent upon the department to closely monitor the student's performance and academic progress.

## **Graduate Teaching Assistantship Annual Review**

Graduate Teaching Assistants are evaluated each academic year by the supervising faculty member in concert with the department head. Evaluations are based on the student's performance of expected duties that are detailed in their assistantship contract. Students who meet or exceed expectations of their assigned duties will have their contracts renewed if a) funding permits and b) the student continues to be in good academic standing. Students who do not sufficiently perform their assigned duties will be placed on an action plan developed by the supervising faculty member and approved by the department head. Students who fail to meet the criteria set forth in the action plan may be dismissed from their assistantship.

## **On-Campus Tuition Waiver Requirements**

Graduate students under assistantship must be enrolled in on-campus course sections to receive a tuition waiver. Distance education courses are not included in tuition waivers. It is the responsibility of the graduate assistant to make sure that they are enrolled in an appropriate face to face section.

Typically, student services fees are not included in tuition waivers.

## **Graduate School Guidelines for Graduate Assistantships**

<http://graduate.auburn.edu/current-students/guidelines-graduate-assistantships/>

## **Graduate Student Health, Vision, and/or Dental Insurance**

Information about Insurance, including the waiver request information, can be found here: <https://graduate.auburn.edu/graduate-student-health-insurance-program/> and in the [graduate student handbook](#) section on insurance.

## **Graduate Student Awards, Grants, and Fellowships**

The graduate school offers several awards and grants aimed at recognizing student excellence as well as supporting graduate student research. The following links provide details, deadlines, and expectations for awards available to graduate students.

- [Graduate School Awards and Grants](#)
- [Presidential Graduate Research Fellowships](#)
- [Presidential Graduate Opportunities Program](#)

## Frequently Asked Questions

### What classes do I need to take?

The program coordinator or the student's assigned faculty advisor will reach out to admitted students to help them create a tentative plan of study and advise on the first semester enrollment. Students are also free to initiate a conversation with their assigned advisor who is listed in their admittance letter. Following the initial meeting, students are responsible for reaching out to their assigned advisor at least once per semester for course registration assistance and to ensure they are on track for graduation. Students are encouraged to carefully review and print (or make a PDF of) their degree program from the [AU Bulletin](#) before meeting with their advisor.

### How long will it take me to finish my degree?

Completion depends on a student's specific degree level and program area (M.S., M.Ed., Ed.S., Ph.D.), program-specific requirements, part-time/full-time status, and a student's own degree management. Students should map out a tentative plan of study with their advisors before or during their first semester of courses, but should recognize degree/program demands may change, and/or their scholarly trajectory may change, which can affect completion timelines.

### What do I do when I'm having trouble communicating with my advisor or the professor teaching my class?

If a student is having difficulty communicating with faculty, they should first reach out to the GPO who will help facilitate communication with the faculty member. If student is still unable to make contact with the faculty member, the student should reach out to the department head.

### What conflict resolution resources are available?

The graduate school provides information to help with conflict resolution:  
<http://graduate.auburn.edu/conflict-resolution-resources/>

### What are Dissertation and Research hours and when can I take them?

Students must have their doctoral committee chair's approval before enrolling in dissertation and research hours. These hours are generally reserved for students who are actively writing a dissertation and/or for those have made successful progress toward their dissertation. Often this means the student has completed their comprehensive exam and are considered ABD (all but dissertation). Programs have specific requirements, so it is important that students communicate with their doctoral committee chair.

Sometimes students completing research leading directly to, or in preparation for the dissertation may enroll in dissertation and research *at the discretion of their doctoral committee chair*. Be advised, dissertation and research hours taken in preparation for the dissertation might not be counted toward the minimum needed for degree completion. Students should talk with their advisor so they understand how, or if, these kinds of dissertation and research hours will be counted.

### **What will I be doing when enrolled in Dissertation and Research hours?**

When enrolled in dissertation and research hours, the student and advisor will develop a mutually agreed upon plan for the academic term. A dissertation is an independent, scholarly product and it is the responsibility of the student to engage in the necessary work to complete this culminating project. Faculty members are responsible for providing timely feedback that is aligned with the students' designated dissertation work.

### **I was accepted to present a research poster. Can I get it printed at Auburn?**

The [Innovation & Research Commons \(I&RC\)](#) on the 1st floor of RBD Library has large format printers available for printing posters. More information about poster printing can be found on the [Printing in the I&RC](#) page, including prices for printing.

### **My field project or dissertation defense is scheduled. Should I provide refreshments?**

No, students who are defending do *not* need to bring food/refreshments.

### **Can I take an undergraduate class, and have it count towards my full-time status, or have it count for credit towards my graduate degree?**

The AU Bulletin [includes this information](#) about registering for undergraduate courses. You may take an undergraduate course to meet full-time status (9 hours), but only courses at the 6000-level or above can be counted for credit toward your graduate degree.

### **I'm an international student who needs a reduced course load. How do I do this?**

The graduate school has a specific form to complete. Contact your faculty advisor and your graduate school advisor to ensure you meet eligibility for the reduced course load, and to [complete the required form](#).

### **I'm a domestic student in my final semester. How do I request loan deferment and/or reduced course load?**

Contact your faculty advisor and your graduate school advisor to ensure you meet eligibility and then [complete the graduate school form](#).

## **Helpful Links**

**Auburn University Library Support** - <https://www.lib.auburn.edu/index.php>

- Innovation and Research Commons (I&RC @ RBD)
  - <https://www.lib.auburn.edu/irc/>
  - [Virtual Desktops Remote Lab](#) (virtual access to SPSS, NVivo, and other software)
- Subject-Specific Research Support:  
<https://www.lib.auburn.edu/researchinstruction/>

**Biggio Center of the Enhancement of Teaching and Learning**

- <https://biggio.auburn.edu/>

## **Diversity, Equity & Inclusion**

- <https://auburn.edu/inclusion/>

## **Graduate School Links**

- Contact Points, Including Graduate School Advisors  
<https://graduate.auburn.edu/contact-points/>
- Doctoral Student Checklist  
<https://graduate.auburn.edu/current-students/doctoral-completion-checklist/>
- Getting Through & Getting Out: How to Graduate on Time
- <http://graduate.auburn.edu/current-students/matriculation/>
- Graduate School Forms Directory  
<https://graduate.auburn.edu/current-students/forms-directory/>
- Graduate School Handbook  
<http://graduate.auburn.edu/handbook/>
- Master's, Certificate, Ed.S. Checklists  
<https://graduate.auburn.edu/current-students/masters-completion-checklist/>

## **Graduate Student Organizations**

- Graduate Student Council (GSC)  
<http://auburn.edu/gsc/>
- Black Graduate and Professional Student Association (BGPSA)  
<https://auburn.collegiatelink.net/organization/bgpsa>
- International Student Organization (ISO)  
<https://auburn.collegiatelink.net/organization/iso>

## **Health and Wellness Resources**

**(AU Cares, Medical Clinic, Student Counseling and Psychological Services)**

- <http://graduate.auburn.edu/health-wellness-resources/>

## **International Student Support through InterConnect**

- <https://graduate.auburn.edu/current-students/interconnect-official/>

## **University Writing and the Miller Writing Center**

- <https://auburn.edu/academic/provost/university-writing/>
- [Miller Writing Center](#)

## **International Student Support through InterConnect**

- <https://graduate.auburn.edu/current-students/interconnect-official/>

## Curriculum and Teaching Faculty

### Graduate Faculty Status Levels and Teaching

The Curriculum and Teaching Department recognizes three levels of membership within the Graduate Faculty:

- Level 0: The instructor may teach at 6000 level and above and serve on master's committees.
- Level 1: The faculty member may teach at 6000 level and above, serve on master's and doctoral committees, direct master's theses, and advise master's and doctoral students. In addition, the faculty member may Co-Chair dissertations with a Level 2 faculty member.
- Level 2: The faculty member may participate in the activities delineated for Level 1 and chair doctoral dissertations.

The guidelines and standards for appointment to these levels of graduate status are found in [Appendix B](#).

### Chairing Graduate Student Committees

Chairing a committee means that you are the student's advisor and mentor. You agree to support the student's degree progress and completion.

- Chairing master's and specialist committees requires the faculty member to be a Level I graduate faculty.
- Chairing doctoral committees requires the faculty member to be Level II graduate faculty.

### Advising Responsibilities

When a student is accepted into a program, it is the responsibility of the faculty advisor to establish an initial advising session.\*\* Faculty advisors have the responsibility to communicate with students in a timely manner and to work each student advisee to ensure students are enrolling in the correct courses and progressing through their degree program.

It is also required that the advisor work with the student to document progress in their course of study. [Appendix A](#) includes a generic plan of study form which can be used if a program has not developed their own form.

\*\*Note. Following the initial advising meeting, it is the responsibility of the student to initiate the request to meet with their faculty advisor.

### Mentorship Responsibilities

In addition to academic advising, graduate faculty are responsible for the professional mentorship of their students. Mentorship includes duties and activities that will help the graduate student professionally excel. These include (*but are not limited to*):

- Collaborating with graduate students to help them develop academic writing habits
- Introducing graduate students to professional and scholarly networks

- Collaborating with graduate students on external and internally funded projects

### **Annual Review of Doctoral Students and Graduate Assistants**

Noted above, graduate assistants and doctoral students will be reviewed annually. Program coordinators, in consultation with faculty advisor, will submit doctoral student progress to the GPO or designee by the program coordinators in consultation with the faculty advisor. Graduate faculty should pay close attention to the academic progress of students in their program when submitting their review.

Supervising faculty and program coordinators will review graduate assistantship job performance. Supervising faculty should consider the assigned job responsibilities of graduate students before submitting their annual reviews. These evaluations will be reviewed by the department head to determine continuance or termination of an assistantship.

### **Policies on Academic Due Process**

Students at Auburn University are afforded academic due process, which is described in the [Graduate Student Handbook](#). If a graduate student fails to maintain good academic standing or violates other aspects of the student code of conduct, a graduate faculty member should take appropriate steps to correct the deficiency. These steps include:

1. Alerting the student of the potential issue
2. Develop an action plan that is reviewed by the GPO and the department\*\*
3. Review the action plan with the student. Meetings should include an additional program faculty member as well as the GPO or the department head.
4. Monitor student progress. If the student does not make satisfactory progress on their action plan, revisit the academic standing of the student.

\*\*Violations of academic honesty should be submitted directly to the Office of the Provost through the [Academic Honesty Online Reporting Form](#) in lieu of an action plan.

## Appendix A: Degree Plan Form

**Please Note:** *There is a 10 Year time limit for PhD Coursework, and a 6 Year time limit for Master's Degree Coursework.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Banner ID#: \_\_\_\_\_ AU Email: \_\_\_\_\_

Department: \_\_\_\_\_ Program Area: \_\_\_\_\_

Degree: \_\_\_\_\_

**Step 1 – Go to your degree in the AU Bulletin:**

[https://bulletin.auburn.edu/thegraduateschool/graduatedegreesoffered/curriculumandteachingmedmsedsphd\\_major/](https://bulletin.auburn.edu/thegraduateschool/graduatedegreesoffered/curriculumandteachingmedmsedsphd_major/)

**Step 2 – Copy your degree's specific requirements from the Bulletin into the space below, including all footnotes.**





## Appendix B: Graduate Faculty Status

### CURRICULUM AND TEACHING GRADUATE STATUS LEVELS OF MEMBERSHIP AND TERMS OF APPOINTMENT

The Curriculum and Teaching Department recognizes three levels of membership within the Graduate Faculty:

**Level 0 (3 Years):** The instructor may teach at 6000 level and above and serve on master's committees.

**Level 1 (7 Years):** The faculty member may teach at 6000 level and above, serve on master's and doctoral committees, direct master's theses, and advise master's and doctoral students. In addition, the faculty member may Co-Chair dissertations with a Level 2 faculty member.

**Level 2 (7 Years):** The faculty member may participate in the activities delineated for Level 1 and chair doctoral dissertations.

### CRITERIA, STANDARDS, AND PROCEDURES: APPOINTMENT AND REAPPOINTMENT

#### Level 0

**Initial Appointment:** Nominees must have the highest terminal degree commonly awarded in their field (typically the doctorate) and hold the rank of Instructor, Visiting Faculty, or Adjunct.

**Procedures:** The Department Head will notify candidates to apply for initial appointment. Information to be supplied by the candidate includes current curriculum vitae. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita.

The Department Head, upon recommendation by the tenured faculty in the program area, will submit application materials to the Graduate School for action by the Dean of the Graduate School. Application should be made prior to assuming teaching responsibilities. There is no faculty vote for this level.

**Reappointment:** Nominees must have (a) taught a 6000 level or above course, and (b) have an administrative annual review of "meets expectations" or above. Candidates must be recommended for reappointment by the tenured faculty in the program area and the Department Head. Level 0 appointment may be renewed annually upon recommendation of the tenured program faculty for a maximum of five years. Reappointment beyond that five-year period will require a 2/3 vote of the Graduate Level 2 faculty in the department.

**Procedures:** The Department Head will notify candidates to apply for reappointment. Candidates should submit information of performance at or above a level that satisfies standards for the department. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita.

The Department Head, upon recommendation by the tenured faculty in the program area, will submit application materials to the Graduate School for action by the Dean of the Graduate School. **\*Reappointment only available to NTT not required to seek promotion.**

### **Level 1**

**Initial Appointment:** Nominees must have the highest terminal degree awarded in their field (typically the doctorate) and hold the rank of Instructor, Visiting Professor, Adjunct, Lecturer, Assistant Professor, Associate Professor, or Professor either on a tenure or non-tenure track appointment. Clinical and Research Faculty are eligible for Level 1 appointments. **\*Tenure track faculty are required to be appointed to Level 2 prior to applying for Tenure & Promotion.**

**Procedures:** Upon consultation with program faculty, the Department Head will notify candidates to apply for initial appointment. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita. Information to be supplied by the candidate includes current curriculum vitae in compliance with that described in the Faculty Handbook. The Department Head will be notified of the application. Application should be made prior to assuming teaching responsibilities.

**Reappointment:** Nominees must have (a) prior services at Level 1 or higher, and (b) have been active by teaching 6000 level and above AND at least one of the following: a) serving on master's and/or doctoral committees, b) directing master's theses, or c) advising master's and doctoral students. **\*NTT may be reappointed to level 1. TT faculty must seek level 2 appointment**

**Procedures:** Same as procedures for Level 1 Initial Appointment

### **Level 2**

**Initial Appointment:** In addition to the criteria for nominees at Level 1, nominees must (1) have at least three years' experience participating regularly in a graduate program in the Department of Curriculum and Teaching or at another institution of higher education, (2) have served on the advisory committee of at least three graduate students, either at Auburn or at another institution of higher education and (3) have demonstrated their ability to engage successfully in scholarship.

**Tenure track faculty are required to be appointed to Level 2 prior to applying for Tenure & Promotion. Level 2 status must be maintained for future promotions.**

In the C&T Department, demonstration of scholarship is evidenced in the following ways:

- a. Candidate must be author or co-author of at least two research articles (major author of at least one of these) published in or accepted for publication in reputable refereed journals.
- b. Candidate must also be author or co-author of a third scholarly contribution\*, either already published or accepted for publication, such as a) an article related to theory or practice in a refereed journal, b) an article in a refereed proceedings

publication, c) an externally funded grant with substantial research component, or d) other significant scholarly works (e.g., books, book chapters, monographs, or multimedia products).

\*Note: the third scholarly contribution could also be a third article meeting the criteria listed above in section a.

**Procedures:** Upon consultation with program faculty, the Department Head will notify candidates to apply for appointment. Candidates are to access (after obtaining a password from the Graduate School) the Graduate Faculty Approval System (GFAST) and complete the form by entering appropriate supporting information in the fields and uploading their vita. Information to be supplied by the candidate includes a) current curriculum vitae in compliance with that described in the Faculty Handbook, and b) typed responses to Department Criteria. The Department Head will be notified of the application, provide documents to Level 2 faculty for review, and facilitate a vote on the candidates' eligibility. If a voting faculty member has a question related to shared documents, they should send their concerns to the Department Head who will address the issue.

**Reappointment:** Candidates must seek reappointment before or during the last six months of each seven-year term. (Credentials should be made available to faculty two weeks prior to the November or the April meeting of Level 2 members.) Candidates must meet Level 2 initial appointment criteria.

**Procedures:** Same as procedures for Level 2 Initial Appointment