*Final version approved at LAL Council on April 15, 2021 and FGS APPC on May 12, 2021 pending minor revisions (now included) to replace the 2014 version in the updated 2020 LAL Program Governance.*

**Program Procedures for Faculty Appointment to FGS**

Program-specific appointment criteria for The Graduate Program in Linguistics and Applied Linguistics (LAL) are consistent with the Faculty of Graduate Studies (FGS) appointment criteria[[1]](#footnote-1). The following represents the governing principles for recommendation of an individual for appointment and re-appointment to the LAL Graduate Program. Appointments to the LAL Graduate Program will be guided by current and future program needs, the criteria and guidelines outlined herein, and appointments that best serve the needs of both PhD and MA graduate students in the program. The Graduate Executive Committee of the LAL Graduate Program has responsibility for advising the Graduate Program Director (GPD) with respect to appointments to be made. The GPD then makes a recommendation to the Faculty of Graduate Studies (FGS) regarding appointments. To be considered for any faculty appointment to FGS, an up-to-date curriculum vitae and a statement (no longer than one page) summarizing relevant past and ongoing research activities, any graduate teaching, supervision, committee membership, service, as well as envisioned future contributions to the LAL Graduate Program must be submitted to the GPD for review and consideration by the Graduate Program Executive and Director. Prospective new members may apply for consideration, with or without invitation, although prospective new members should discuss the potential application with the Graduate Program Director first. Faculty from other York University programs may apply to become Members of the LAL graduate program if they meet relevant criteria and are approved by the GPD and Graduate Program Executive. The individual must submit to the GPD a copy of their CV, a statement describing how their appointment will enrich the LAL graduate program, and letters of support from two faculty members in LAL.

Recommendations concerning an appointment are based on the criteria below.

**Full Members**

Full Members shall hold a PhD (or equivalent) degree in Linguistics, Applied Linguistics or a related field and a professorial stream tenure-track/tenured position at York University. Initial appointments will be for 7-years and renewed on a continuing basis.

1. Full Members are expected to maintain an active research program, as evidenced in the CV. Sustained and continuing research contribution is understood to include activity in the following categories: peer-reviewed scholarly publications of 5 or more published peer-reviewed publications over the past 7-year period; presentations at conferences or symposia; editorial roles; application for research grants; awards; conference or symposia organization; roles on outside professional or scholarly organizations directly related to the discipline; and/or advisory roles relevant to the discipline;

2. Full Members are expected to supervise/co-supervise and serve on supervisory/examining committees of PhD and MA students in a manner consistent with the best practice principles outlined by FGS and according to program standards;

3. Full Members are expected to contribute to the teaching of graduate courses within the program, as guided by current and future program needs;

4. Full members are expected to contribute to a range of service activities within the program (e.g., activities may include, but are not limited to: serving on Program Executive, admissions adjudication committees, reviewing/adjudicating student scholarships, planning/facilitating student workshops and/or LAL speaker events, and other service work based on program needs).

If scholarly activity does not meet the required criteria for Full Member, the Executive Committee may consider recommending an appointment as an Associate Member with a time limit and/or limited to specific activities.

**Associate Members**

Associate Members shall hold a PhD and a tenure-track/tenured faculty position at York University. Associate Members are permitted to serve on supervisory and examining committees, and as needed, as a co-supervisor of master’s and doctoral students on the condition that the other co-supervisor is a full member of the graduate program; they may teach courses as guided by current and future program needs. The Executive Committee may also recommend specific parameters for Associate Members whose contributions to the program are limited to specific activities or time-frames consistent with the level of their scholarly activity and/or the current and future needs of the program.

Applications from teaching stream faculty may be considered for Associate Membership on an individual basis, based on current and future program needs, in consultation with FGS and LAL appointment criteria and guidelines[[2]](#footnote-2).

**Adjunct Members**

Adjunct members shall hold a PhD and a tenure-stream (or equivalent) appointment at another University or research institution. An Adjunct Member will be involved in scholarly or professional activities that complement an existing research area within the graduate program. Adjunct members are permitted to serve on supervisory and examining committees, and as needed, as a co-supervisor of master’s and doctoral students on the condition that the other co-supervisor is a full member of the LAL graduate program. Requests to co-supervise should be made to the GPD and include a current CV and a letter of support from an LAL graduate program member; final approval is by FGS.

**Members Emeriti**

Members Emeriti may be permitted to act as co-supervisor of doctoral dissertations on the condition the other supervisor is a full member of the LAL graduate program; may act as principal or as a co-supervisor of master’s theses; may serve on supervisory and examining committees; may teach graduate courses; and may participate in decision-making processes, as guided by current and future program needs. Members Emeriti may continue ongoing principal supervisions of doctoral dissertations begun prior to retirement.

**Criteria for Re-Appointment, Continued Appointment, and Review of Decisions**

Individuals seeking re-appointment as a full, associate, adjunct, or emeritus member must submit to the Graduate Program Director an up-to-date curriculum vitae. As with the initial appointment, requests for re-appointment will be considered by the Graduate Executive Committee and the GPD. Evidence of activity in the program in areas of research/professional activity, graduate teaching, supervision, committee membership and general contribution and program service since the last re-appointment will be reviewed. The failure to satisfy program appointment expectations may result in a recommendation for appointment termination. If the Executive Committee recommends termination, or includes restrictions not previously agreed to by the applicant, the Graduate Program Director communicates this in writing to the applicant, giving the reasons for the Executive Committee's decision. The individual concerned may request reconsideration of the recommendation at the program-level by providing the Graduate Program Director with a written response within ten business days of the delivery of the program’s rationale. The individual concerned may appear before the Executive committee, if they request. The Graduate Program Director shall provide in writing to the individual concerned the program’s final decision. If the situation is still not resolved, the applicant may follow the appeal procedure outlined in the FGS Appointments Policy document.

1. See: <https://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/appointments-policy/> [↑](#footnote-ref-1)
2. This policy shall be reviewed and amended if/as applicable with updated institutional policy that emerges around teaching stream faculty appointments in graduate programs. [↑](#footnote-ref-2)