

## **Procedures for Application for Graduate Faculty Status**

Applicants will submit the relevant information for the requested membership category using the procedures described below on the graduate faculty application.

For full membership and the doctoral committee chair endorsement, approval will be in effect for six years. For associate and assistant memberships, approval will be in effect for three years; exceptions are granted under some circumstances. Required materials for each category are outlined below.

Be sure to indicate whether the faculty member is applying for full membership with a dissertation chair endorsement, full membership, associate membership, or assistant membership. Tenured, tenure-track, and full-time contract faculty can be considered for either full, associate, or assistant graduate faculty status. Part-time faculty are eligible for associate or assistant memberships only.

### **Full Membership**

\*Applicants must submit a current vita (full or abbreviated). Abbreviated vitas covering only the last six years are encouraged. The vita must list educational history, including highest degree earned. If a full vita is submitted, please indicate evidence of scholarly competence during the last six years by listing most recent entries first, by use of a bold or italicized font, or by highlighting the appropriate evidence. If indicated on the vita, this information need not be repeated in the memo (see next bullet point).

\*The department chair (or designee) that evaluates graduate faculty applications must submit a graduate faculty application describing how the applicant meets the criteria for membership as outlined in the department document. This can be concise and to-the-point. Use of bullet points is encouraged. The cover sheet usually should not exceed one page in length.

\*The application contains electronic approval steps for the representative designated in your departmental document: department chair (or designee), the college dean (or designee), and the graduate dean. **Note: Department chairs (or designee) and deans (or designee) must not approve their own applications.**

Faculty who hold full graduate faculty status may:

- Teach graduate level courses
- Chair a master's thesis, creative project, or research project
- Serve as a committee member on a master's thesis or creative project
- Serve as committee member for a doctoral committee
- Serve on or chair a specialist committee

### **Doctoral Committee Chair Endorsement**

Remember that this endorsement is required for those who are chairing a doctoral committee. Applicants for this endorsement must have an earned doctorate.

\*The application should designate the full with doctoral chair endorsement (doctoral degree required) option.

\*The application should specify how the applicant meets the criteria for this

endorsement as outlined in the department document.

Faculty who hold full graduate faculty status with a doctoral committee chair endorsement may:

- Teach graduate level courses
- Chair a doctoral dissertation in their home department
- Chair a master's thesis, creative project, or research project
- Serve as a committee member on a master's thesis or creative project
- Serve as committee member for a doctoral committee
- Serve on or chair a specialist committee

### **Associate and Assistant Membership**

\*Applicants must submit a current vita (full or abbreviated) or resume. The vita must list educational history, including highest degree earned. The vita should address qualifications in their area of expertise as related to graduate education and the specific role the applicant will fulfill if approved.

\*The graduate faculty application should describe how the applicant meets the criteria for membership as outlined in the department document. The application must include information about the duties the applicant will perform for the department (e.g., specific courses to be taught (associate membership); committee membership). Graduate School approval will apply only to the areas covered in the application. The information provided can be concise and to-the- point. Use of bullet points is encouraged.

\*The application contains electronic approval steps for the representative designated in your departmental document: department chair (or designee), the college dean (or designee), and the graduate dean. **Note: Department chairs (or designee) and deans (or designee) should not approve their own applications.**

Faculty who hold associate graduate faculty membership may:

- Teach graduate level courses
- Serve as a committee member, but not as chairpersons of thesis or creative projects

Faculty who hold assistant graduate faculty membership may:

- Serve as a committee member, but not as chairpersons of thesis or creative projects