

## **Graduate Faculty Application Instructions**

☒ (Tab to complete checklist and application fields.)

- 1) Complete the application checklist to determine the appropriate category.**
- 2) Complete the two page application cover sheet and obtain required signatures (Applicant, Department Chair/ School Director and College Dean).**
- 3) Attach current vita and *if applicable* include written justification.**
- 4) Submit Cover Sheet, Checklist, Current Vita, and written justification (*if applicable*) to:**

**Graduate College  
Dean's Office  
P O Box 6928**

**If you have questions contact the Graduate College at 831-7163.**

☒ (Tab to complete checklist and application fields.)

## Graduate Faculty Application Checklist (Select appropriate category & attach to application):

Type in Name of Applicant \_\_\_\_\_

### I. **FULL GRADUATE FACULTY** (five year renewable appointment)

(May teach graduate classes, supervise directed studies and recitals, chair and serve on comprehensive examination, thesis and dissertation/doctoral committees, and supervise graduate students in clinical practica and internships at the discretion of the department chair and/or school director.)

Qualifications: Doctorate or other terminal degree recognized at time of hire, (e.g. MFA) and evidence of continuing scholarly/creative activity.

<input type="checkbox"/>	<u>Criteria</u>	<u>Application Must Include</u>	<u>Approvals Needed</u>
	Full-time	Cover Sheet	Chair/ School Director
	AND	Current Vita	College Dean
	Tenured/tenure track		Graduate College Dean
	OR		Provost
	Special Purpose Faculty		
	OR		
	Administrative/Professional Faculty		

**OR**

### II. **ASSOCIATE GRADUATE FACULTY** (three year renewable appointment):

(May teach graduate classes, supervise directed studies and recitals, serve on comprehensive examination, thesis and dissertation/doctoral committees, and supervise graduate students in clinical practica and internships, subject to limitations, at the discretion of the department chair and/or school director. **Faculty in this category will be limited to specified courses renewable after three years.**)

Qualifications: No doctorate or other recognized terminal degree, or a doctorate or other recognized terminal degree not in teaching field, but has demonstrated continuing scholarly/creative activity or professional experience.

<input type="checkbox"/>	<u>Criteria</u>	<u>Application Must Include</u>	<u>Approvals Needed</u>
	Full-Time	Cover Sheet	Chair/ School Director
	AND	Current Vita	College Dean
	Tenured/tenure track faculty	Justification Memo	Graduate Affairs Council
	OR	from department chair	Graduate College Dean
	Adjunct Faculty or Part-Time	and/or school director.	Provost
	OR		
	Special Purpose		
	OR		
	Administrative/Professional Faculty		

**FOR GRADUATE COLLEGE USE ONLY**

Expires end of \_\_\_\_\_  
Term Year

**Name** \_\_\_\_\_

**Department/  
School** \_\_\_\_\_

**Program** \_\_\_\_\_

**Box Number** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Applying for Graduate Faculty Status in Category:**  
(Select category determined by attached checklist.)

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- I. **Full Graduate Faculty (include current vita)**  
II. **Associate Graduate Faculty (include current vita and justification)\***

**At the discretion of the department chair and/or school director, faculty in the *Associate Graduate Faculty* category will be limited to specified courses renewable after three years.**

Limitations: If this applicant is limited to specific courses or activities, list the course prefixes and numbers (e.g., COSD 640) for courses, clinical supervision, practica, or internships this applicant will be authorized to teach:

Course Prefix & Number	Course Name

**Graduate Faculty Application/ COVER SHEET**

Type in Name of Applicant \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Print or Type Name:	Signatures:	Date:
Department Chair/ School Director		
College Dean		
Graduate College Dean		
Provost		