



Recommendation for Appointment to the Graduate Faculty

GRADUATE SCHOOL

Instructions: (1) Department chair or faculty member completes (types) the first section of this form, (2) faculty member signs the request and attaches a current vita*, and (3) department chair forwards vita and request to the departmental review committee. Consult Graduate School and discipline criteria (on the reverse side) and departmental needs to determine the membership status to be requested.

Department _____ Program _____ Phone _____ Box _____

Name of applicant _____ SSN # _____

Complete procedures for Graduate Faculty appointment process may be viewed on line from the Graduate School website and abbreviated procedures are outlined on the reverse side of this form.

* **Current vita includes: listing of academic positions held (including appointment at WSU), degrees earned, and scholarship record. Subdivide the scholarship record to clearly identify peer (vs. non-peer) reviewed activities and in review or submitted vs. published and in-press activities. Provide a complete citation for each entry (citation style of applicant's choice).**

Membership Status Requested: I request the following Graduate Faculty membership(s)

- (1) Dissertation Chairing (3) Associate Membership (5) Acting Ad Hoc**
- (2) Full Membership (4) Graduate Faculty Affiliate (6) Practicing Professional

** List duties requiring Ad Hoc status _____

Date _____ Applicant (Signature) _____

Recommendation from Department/College Committee: The department/college committee recommends the following action:

Support requested membership Do not support requested membership Support alternative membership _____ (specify)

Date _____ Committee Chair (Signature) _____

Department/College Rationale: Briefly describe how the nominee meets/does not meet the criteria specified on reverse side for the relevant membership status.

Recommendation from Academic Dean: The Academic Dean recommends the following action:

Support dept./college committee recommendation Do not support dept./college committee recommendation (attach justification)

Date _____ Academic Dean (Signature) _____

Graduate Dean's Action:

Membership approved _____ (indicate membership category) Membership disapproved

Graduate Dean _____ Date _____

Graduate Faculty Membership Categories: Descriptions, Criteria and Length of Service (approved by Graduate Faculty, 5/17/05)

Full Membership w/ Doctoral Dissertation Chairing

Responsibilities include those listed under the Full Membership category plus the chairing of doctoral dissertations

Criteria for awarding standing (in addition to those criteria for awarding full membership):

- Substantial and sustained scholarly/creative achievement over the last five to seven years
- Experience in serving on or supervising thesis or dissertation committees at WSU or elsewhere

Length of standing:

- Coincides with full membership appointment length

Full Membership

Responsibilities include thesis chairing, graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising

Criteria for awarding standing:

- Tenure-eligible faculty ranking above Instructor
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Significant scholarly/creative achievement over the last five to seven years
- Qualified to bear all relevant academic responsibilities
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

Associate Membership

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising (may be authorized to chair master's thesis committees for a period of three years)

Criteria for awarding standing:

- Tenure-eligible faculty ranking above Instructor
- Qualified by academic or professional experience
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

Acting Ad Hoc

Responsibility includes graduate teaching only

Criteria for awarding standing:

- Tenure-eligible faculty or adjunct faculty in various temporary or part-time assignments
- Possess at least the academic degree of the level of the courses being taught
- Qualified by academic or professional experience

Length of Standing:

- Appointment is for three years, renewable as needed when criteria are met

Graduate Faculty Affiliate

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring [may chair specific thesis committees (when authorized by the Graduate Dean) and may chair specific dissertation committees in their area of research (when authorized by the Doctoral Program Subcouncil and the Graduate Dean)]

Criteria for awarding standing:

- Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Significant scholarly/creative achievement over the last five to seven years
- Qualified to bear all relevant academic responsibilities
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for three years, renewable as needed when criteria are met

Practicing Professional

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring

Criteria for awarding standings:

- Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Substantial interest in graduate education
- Demonstrable departmental or program need
- Practicing professional in program degree area

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

Procedures:

1. Individual faculty may initiate the request or the department chair may identify faculty who need graduate faculty status and meet with those faculty to complete the request and to obtain a current vita.
2. Department chair submits vita and request to the appropriate department/college committee.
3. Department/college committee completes their section of the recommendation form, and returns vita and request form to the department chair.
4. Department chair sends materials to the Academic Dean.
5. Academic Dean indicates support or non-support of the committee's recommendation on the front of the form and forwards materials to the Graduate Dean.
6. Graduate Dean takes final action (recorded on the front of the form). If dissertation chairing status is recommended, the Graduate Dean submits materials to the Doctoral SubCouncil for a recommendation before taking final action.
7. At any decision point, if a negative recommendation is made, the denied recommendation form (with justification for denial) is returned to the candidate and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.
8. If a negative recommendation is made, the faculty member may appeal directly to the Graduate Council by sending said request to the Graduate Dean (along with vita).