

# APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY



## Steps to Process an Application for Graduate Faculty Appointment:

- Complete the application
- Designate whether applying for:
  - Regular
  - Temporary
  - Adjunct position
- Attach current vitae
- The form needs to be signed by all:
  - Faculty Member
  - Department Chair
  - College/School Dean
- Forward the completed form to:
  - Graduate Dean, Admin 111, Tahlequah Campus.
- Faculty will be notified by letter of the appointment.

## CRITERIA FOR GRADUATE FACULTY APPOINTMENT:

### *Regular Appointment—Valid for 5 years*

1. Faculty member must hold a terminal degree with a minimum rank of Assistant Professor.
2. Faculty member must be employed as a full-time professor with a minimum of three years' experience in graduate instruction and research. Research must show tangible evidence of productive scholarship as normally defined within the discipline concerned.
3. Faculty member must be involved in the academic college/department graduate program including either the administration of graduate programs, teaching courses for graduate credit, advising graduate students, serving on capstone committees or participating in clinical activities.

## APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY



4. Faculty member's application for appointment to the graduate faculty will be reviewed by the Department Chair and Dean of the Academic College. Upon their recommendation, the application will be forwarded to the Graduate Dean for review and recommendation to the Graduate Council for confirmation.
5. Maximum term of appointment is five years. Reappointment will be based on faculty evaluation and recommendation from Department Chair and Dean of the Academic College to the Graduate Dean. The Graduate Dean will recommend reappointment of faculty to the Graduate Council for confirmation.

### *Temporary Appointment—Valid for 1 year*

Temporary appointment to graduate faculty is permitted for faculty who do not meet qualifications for regular appointment. Such assignment is based on the recommendation of the Department Chair and Dean of the Academic College to the Graduate Dean. The Graduate Dean will review the application and recommend temporary appointment to the Graduate Council for confirmation. Length of temporary appointment is one academic year. Reappointment to graduate faculty will be based on faculty evaluation and recommendation from the Department Chair and Dean of the Academic College to the Graduate Dean. The Graduate Dean will recommend temporary reappointments to the Graduate Council for confirmation.

### *Adjunct Appointment—Valid for 1 year*

Adjunct status is generally reserved for off-campus personnel employed on a part-time basis for graduate instruction. The same approval process utilized for regular and temporary appointment and reappointment applies to adjunct appointments. Length of adjunct appointment is one academic year.

# APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY



This application, including vitae and/or letters of support, should be submitted to the Dean of the Graduate College for review and appointment by the Graduate Council.

Incomplete applications will be returned.

This application and Vitae should be emailed to [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu).

## **Applicant Information:**

Name:

Date:

Academic Rank:

Department:

Length of Service at NSU:

## **Graduate Degrees Completed:**

*Degree*

*Dates*

*Institution*

# APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY



What graduate courses are you currently teaching or have taught in the past?

<i>Year</i>	<i>Department</i>	<i>Course #</i>	<i>Course Title</i>	<i>Instruction Method</i>	<i>Percentage Of Course Taught</i>
-------------	-------------------	-----------------	---------------------	---------------------------	------------------------------------

Have you participated in graduate programs in other ways? Please provide an overview only; use your vitae for detailed information.

## APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY



Give summary of faculty member's professional, scholarly activities & achievements within the last 5 years supporting the application.

(Example: 1 publication, 2 presentations, 1 grant)

Please provide an overview only; use your vitae for detailed information.

Application Type Requested:            Regular            Temporary            Adjunct

---

Signature of Faculty Member

**APPLICATION FOR MEMBERSHIP  
ON THE GRADUATE FACULTY**



\* Approved by Department Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Approved by Dean of Academic College

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Approved by Graduate Dean

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment was presented to the Graduate Council on \_\_\_\_\_ .