

## APPLICATION FOR MEMBERSHIP OF THE GRADUATE FACULTY



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

- ☐ Complete the application
- ☐ Designate whether applying for:
  - Regular
  - Temporary 1
  - Temporary 2
- ☐ The form needs to be signed by all:
  - Faculty Member
  - Department Chair
  - Academic College Dean
- ☐ Submit the completed documents via the [Graduate Faculty Application Submission link](#) on the Graduate College website
- ☐ Faculty will be notified by email of the appointment.

### Criteria for Regular Appointment - Valid for 5 years.

1. Hold a terminal degree appropriate for the discipline with a minimum rank of Assistant Professor or Clinical Assistant Professor.
2. Teach at NSU for a minimum of two (2) academic years.
3. Possess a minimum of three (3) academic years of experience at NSU or elsewhere in one or more of the following: (a) graduate teaching experience as the instructor of record, (b) supervising graduate research, performance, or creative work, (c) supervising clinical activity.
4. Outline an active scholarly agenda with completed benchmarks (e.g. funding proposal, research trip, quantitative or qualitative study, conference presentation acceptance, article submission) and a timely plan for peer-reviewed output, or peer-validated practical experience where applicable to supervising practicums, performances, creative work, or clinical activities. The faculty member should demonstrate how each activity meets criteria in the Boyer Model of Scholarship ([see Faculty Handbook Appendix C](#)).

Faculty member's application for a Regular 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 College. The Graduate Dean will review and forward it to the Graduate Council with a recommendation for approval or return it for amendment.

Maximum term of appointment is five years. Faculty must reapply at the end of their appointment term.

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### Criteria For Tier 1 Temporary Appointment—Valid for 1 year

1. Tier 1 Temporary Appointment to the Graduate Faculty is permitted for full-time faculty who plan on pursuing Regular Appointment but do not currently meet the qualifications.
2. Faculty member must outline an active scholarly agenda with planned benchmarks (e.g. funding proposal, research trip, quantitative or qualitative study, conference presentation acceptance, article submission) and a timely plan for peer-reviewed output, or peer-validated practical experience where applicable to supervising practicums, performances, creative work, or clinical activities. The faculty member should demonstrate how each activity meets criteria in the Boyer Model of Scholarship ([see Faculty Handbook Appendix C](#)).

A Tier 1 Temporary Appointment 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, grant or decline a Tier 1 Temporary appointment, and report to the Graduate Council.

Length of the Tier 1 Temporary Appointment is one (1) academic year. The Graduate Dean will notify the Graduate Council of temporary reappointments.

### Criteria For Tier 2 Temporary Appointment—Valid for 1 year

1. Tier 2 Temporary appointment is reserved for off-campus personnel employed on a part-time (adjunct) basis for graduate instruction or supervision of graduate activities, and full-time faculty who serve in teaching roles only with no active scholarly agenda.

A Tier 2 Temporary Appointment 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, grant or decline a Tier 2 Temporary appointment, and report to the Graduate Council.

Length of the Tier 2 Temporary Appointment is one (1) academic year. The Graduate Dean will notify the Graduate Council of temporary reappointments.

# APPLICATION FOR MEMBERSHIP OF THE GRADUATE FACULTY



This application should be submitted via the [Graduate Faculty Application Submission link](#) on the Graduate College website.

## **Applicant Information:**

Type of graduate faculty appointment:

Name:

Date:

Academic Rank:

Department:

Length of Service at NSU (number of academic years):

*Degrees Completed*

*Dates*

*Institution*

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How many academic years have you been teaching graduate classes or supervising clinical activities at NSU or elsewhere? \_\_\_\_\_

List any graduate courses taught in the past. For Regular Faculty applications, demonstrate you have taught graduate courses for at least 3 academic years.

<i>Academic Year</i> <i>ex. AY 24-23</i>	<i>Department</i>	<i>Course #</i>	<i>Course Title</i>	<i>Percentage of Course Taught</i>
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**Outline an active scholarly agenda with planned benchmarks** (e.g. funding proposal, research trip, quantitative or qualitative study, conference presentation acceptance, article submission) and a timely plan for peer-reviewed output, or peer-validated practical experience where applicable to supervising practicums, performances, creative work, or clinical activities. Indicate how each activity meets one element of the Boyer Model of Scholarship; eg. Scholarship of Teaching & Learning, Scholarship of Discovery, Scholarship of Application, or Scholarship of Integration.

# APPLICATION FOR MEMBERSHIP OF THE GRADUATE FACULTY



Please sign below and gather signatures from your Department Chair and Academic College Dean. The Graduate Dean will sign after the application has been submitted and approved.

Faculty Member Signature:

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

Department Chair Signature:

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

Dean of Academic College Signature:

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

Graduate Dean Signature:

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

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