

## 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 1
  - Temporary 2
- Attach **current** vitae
- The form needs to be signed by all:
  - Faculty Member
  - Department Chair
  - 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) years.
3. Possess a minimum of three (3) 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) 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.

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 College. The Graduate Dean will review and forward to the Graduate Council for a recommendation of approval.

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.

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 2 Temporary appointment, and report to the Graduate Council.

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

### **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 recommend temporary reappointments to the Graduate Council for confirmation.

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This application, including vitae, 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:

*Degrees Completed*

*Dates*

*Institution*

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List any graduate courses taught in the past starting with the most recent.

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

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

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**NORTHEASTERN**  
STATE UNIVERSITY  
Graduate College

Provide a summary of the faculty member's professional and scholarly activities & achievements within the last 5 years.

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

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

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Signature of Faculty Member

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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 \_\_\_\_\_ .