

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
- ☐ Email the completed application form and current vitae to:
graduatecollege@nsuok.edu;
- ☐ Faculty will be notified by letter of the appointment.

Criteria for Regular Appointment—Valid for 5 years

1. Faculty member must hold a terminal degree appropriate for the discipline with a minimum rank of Assistant Professor.
2. Faculty member must have taught at NSU for a minimum of two (2) years to be eligible for a regular appointment to the Graduate Faculty.
3. Faculty member must possess a minimum of three (3) years' experience in graduate instruction as the instructor of record and/or supervising graduate research, performance, creative work, or clinical activity at NSU or elsewhere to receive a regular appointment to the Graduate Faculty.
4. Faculty member must outline an active research 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.
5. 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.
6. 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 research 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.
3. 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.
4. 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.
2. 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.
3. 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 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.

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

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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.

Signature of Faculty Member

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* 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 _____ .