

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

- ✓ Complete the application- The application is in word document and can be downloaded.
- ✓ Designate whether applying for Regular, Temporary, or Adjunct position
- ✓ Attach a current vitae
- ✓ The form needs to be signed by the faculty member, department chair, and college/school dean
- ✓ Forward the completed form to the Graduate Dean, Adm 122. Tahlequah Campus.
- ✓ Faculty will be notified of the appointment by letter.

### **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.
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 three 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 1year**

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 reappointments 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. Vitae should be emailed to [railey@nsuok.edu](mailto:railey@nsuok.edu) for those seeking regular appointment only.

**Application Type Requested:** Regular Temporary Adjunct  
(Regular appointments are for five years; Temporary and Adjunct appointments are for one year.)

Name:	Date:
Academic Rank:	Department:
Length of Service at NSU?	

List all graduate degrees completed:

DEGREE	DATES	INSTITUTION

Signature of Faculty Member: \_\_\_\_\_

What graduate courses are you currently teaching or have taught in the past?  
Add additional lines if needed.

YEAR	DEPARTMENT	COURSE # & TITLE	Percentage Of Course Taught

Have you participated in graduate programs in other ways? Please be as specific as possible.

Give summary of faculty member's professional, scholarly activities & achievements supporting the application, including dates of activities.

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Requesting Approval of Appointment Status of:   REGULAR   TEMPORARY   ADJUNCT  
(Circle one)

Date:	Approved by Department/Chair	Signature:
Date:	Approved by Dean of Academic College	Signature:
Date:	Approved by Dean of Graduate College and Chair of Graduate Council	Signature: