



**GRADUATE FACULTY MEMBERSHIP  
APPLICATIONS &  
RECOMMENDATION FORMS**

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# CATEGORIES OF GRADUATE FACULTY MEMBERSHIP

## FULL GRADUATE FACULTY STATUS

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A **Full Graduate** Faculty member is one who has demonstrated scholarly competence, professional achievement and experience with graduate education.

Full Graduate Faculty members enjoy the following privileges:

1. Directing theses and dissertations as well as serving on thesis and dissertation committees.
2. Teaching graduate courses.
3. Chairing and serving on terminal examination committees.
4. Standing for election to the Graduate Council.
5. Voting for members of the graduate faculty to serve on the Graduate Council.

### **For Initial Appointment To Full Graduate Faculty Status a Faculty Member Must:**

1. Hold appointment as a regular full-time faculty member at the rank of Assistant Professor or above for a minimum of three years. Exceptions may be made for persons who have attained Graduate faculty status prior to appointment to SSU faculty.
2. Possess an earned doctoral degree or terminal degree or documented competence.
3. Demonstrate achievement in research and scholarly publications and/or creative accomplishments. A minimum of three publications from Category I (see categories of qualifications relevant to membership, pages 6 and 7). The council will take quality as well as quantity into consideration to the best of its collective ability in evaluating an applicant's contribution/production. These constitute the most important criteria for initial appointment. If, in the judgment of the applicant and/or the department chair, a specific contribution should be given special consideration, this should be so indicated.
4. Provide evidence of professional achievement, leadership and involvement from Category II and/or Category III.
5. Provide evidence of effective participation in graduate education from Category IV.
6. Demonstrate success as a teacher of graduate courses.
7. Provide evidence of service to the University.
8. Be recommended by the faculty member's program director, department chair, and college dean.

**For Reappointment To Full Graduate Faculty Status a Faculty Member Must:**

The term of appointment to Full Graduate faculty status is five (5) years from the date of appointment or in the case of administrators above the department level from the date of return to full-time status. Faculty members who wish to apply for reappointment must demonstrate continuing involvement in scholarly research activities and recent participation in graduate education.

Evidence for such activity is achievement of criteria in one of the clusters below (Choose cluster A, B or C:

<b>A</b>	<ol style="list-style-type: none"><li>1. Demonstrated success as a teacher of graduate courses,</li><li>2. A minimum of two (2) activities from Category I, and</li><li>3. Recommendation of department chair, program director, and college dean.</li></ol>
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**OR**

<b>B</b>	<ol style="list-style-type: none"><li>1. Demonstrated success as a teacher of graduate courses,</li><li>2. A minimum of one (1) activity from Category I,</li><li>3. A minimum of two (2) activities from Category II and III, and</li><li>4. Recommendation by department chair, program director, and college dean.</li></ol>
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**OR**

<b>C</b>	<ol style="list-style-type: none"><li>1. Demonstrated success as a teacher of graduate courses,</li><li>2. A minimum of three (3) activities from Categories II and III,</li><li>3. A minimum of two (2) activities from category IV, and</li><li>4. Recommendation by department chair, program director and college dean.</li></ol>
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## **ASSOCIATE GRADUATE FACULTY STATUS**

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An Associate Graduate Faculty member is one who has demonstrated ongoing research and scholarly activity which should lead to publication and who possesses the potential for making contributions to graduate education.

Associate Graduate Faculty members enjoy the following privileges:

1. Teaching graduate courses.
2. Serving on terminal examination committees.
3. Serving on thesis committees.
4. Serving on reading committees for theses
5. Vote for representative on the Graduate Council but may not serve on the Council.

NOTE: An Associate Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council. Exceptions for directing or chairing theses and/or dissertation committees may be made upon approval of the Dean of Graduate Studies.

### **For Initial Appointment to Associate Graduate Faculty Status a Faculty Member Must:**

1. Hold appointment as a regular full-time faculty member at the rank of Assistant Professor or above.
2. Possess an earned doctoral degree or terminal degree or documented competencies.
3. Provide evidence of ongoing research and scholarly activities that should lead to publication.
4. Possess potential for making contributions to graduate education and to the university.
5. Be recommended by the faculty member's department chair, program director and/or college dean.

### **For Reappointment to Associate Graduate Faculty Status:**

The term of appointment to Associate Graduate Faculty status is three (3) years and a person may hold their appointment for a maximum of two terms (6 years). Faculty members who wish to apply for reappointment must demonstrate continuing involvement in research, scholarly activity and graduate education. Evidence for such activity is:

1. Demonstrated success as a teacher of graduate courses.
2. A minimum of one (1) activity from Category I.
3. A minimum of one (1) activity from Category II or Category III.
4. A minimum of one (1) activity from Category IV.
5. Recommendation by department chair, program director and/or college dean.

## **TEMPORARY GRADUATE FACULTY STATUS**

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A Temporary Graduate faculty member is one who serves for a limited period of time in order to teach graduate courses (one year or less).

A Temporary Graduate Faculty member has the following privileges:

1. Teaching graduate courses.
2. Other limited duties specified by the Dean for Graduate Studies.

Note: A Temporary Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council.

**For Initial Appointment to Temporary Graduate Faculty Status a Faculty Member Must:**

1. Hold appointment as a full-time or part-time faculty member at the rank of Assistant Professor or above.
2. Be recommended by the faculty member's department chair, program director, and college dean.

## **ADJUNCT GRADUATE FACULTY STATUS**

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An **Adjunct Graduate** faculty member is one who possesses the professional expertise needed to enhance graduate education.

An Adjunct Graduate faculty member has the following privileges:

1. Teaching graduate courses.
2. Serving on thesis committees.
3. Serving on reading committees for theses.
4. Serving on terminal examination committees.

Note: An Adjunct Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council.

**For Initial Appointment to Adjunct Graduate Faculty Status a Faculty Member Must:**

1. Possess an earned doctoral degree or terminal degree, or present documented evidence of professional competence.
2. Be recommended by the faculty member's department chair, program director, and college dean.

## **CATEGORIES OF QUALIFICATIONS RELEVANT TO GRADUATE FACULTY MEMBERSHIP**

### **CATEGORY I: Scholarly Activities**

Scholarly competence in writing and research skills or its equivalent in production and creative endeavors is deemed a necessary condition for Graduate Faculty status. Indicators of this competence include:

1. Published articles in referred journals.
2. Chapters in books.
3. Published books.
4. Monographs.
5. Creative endeavors in the literary, fine, or performing arts.

A minimum of three (3) publications in refereed discipline-related journals is required for initial appointment to full graduate faculty membership. However, the Council shall take quality as well as quantity into consideration to the best of its collective ability in evaluating an applicant's contribution/production.

Creative and innovative endeavors (juried exhibits or performances, published musical scores, films, patented inventions, or other technical materials of high quality) that have undergone evaluation and criticism by peers may be substituted for up to three (3) of the required publications. If, in the judgment of the applicant and/or department chair, a specific contribution such as a scholarly book or creative and innovative endeavors should be given special consideration, this should be so indicated.

### **CATEGORY II: Professional Achievement at Regional and National Level**

Experience in writing for presentation demonstrates a skill/ability that enhances one's qualifications for directing graduate study, research, theses and dissertations. This is also true for the conduct and reporting of projects supported through grants or contracts and for experience in the editing process.

Evidences of these competencies include:

1. Papers presented at regional or national meetings.
2. Grants from state or federal funding agencies, foundation other external sources.
3. Editorships/reviewer for refereed journals.
4. Reviews of published books or manuscripts.

Papers presented should be documented in published agenda, minutes or proceedings of the meeting or conference at which the presentation was made.

### **CATEGORY III: Leadership and Professional Involvement**

Graduate Faculty members are expected to be active and productive members of the academic community and their discipline-related organizations and societies.

Indicators of this competence include:

1. Leadership in state, regional or national professional organizations as evidenced by:
  - a. Offices held
  - b. Chair, major committees, program sections, sub-discipline groups and other roles of responsibility to the organization.
2. Papers presented at state professional meetings.
3. Community service activities including membership on social service advisory boards, as well as participation in social or public agencies.
4. Professional service activities such as workshops and consultations applying one's discipline to specific regional needs.

Each one of the above activities should be documented in published agenda, minutes, letters or proceedings of meetings or conferences.

### **CATEGORY IV: Effective Participation in Graduate Education**

Persons seeking initial appointment or reappointment to Graduate Faculty status should demonstrate interest and/or involvement in graduate education. Quality, as well as quantity, of this participation will be considered. Indications of effective participation in graduate instruction include:

1. Advisement of graduate students.
2. Direction of theses or dissertation or service on theses dissertation committees.
3. Direction or supervision of graduate level internships, experiences, or projects.
4. Service on terminal examination or reading committees.
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Administration of graduate programs.
8. Other graduate education activities as indicated by the department chair, program director, college dean.

**Special Note:** Degree programs may, at their option, propose alternative criteria for Graduate Faculty membership if the existing criteria are felt to be inappropriate for their specific program. Such criteria shall be adopted by procedures established within each unit in concert with the appropriate academic officers and submitted through the graduate council to the Dean of Graduate Studies.

In the absence of approved alternative degree program criteria, the institution-wide established membership criteria will apply.



## QUALIFICATIONS RELEVANT TO FULL GRADUATE FACULTY MEMBERSHIP

**DIRECTIONS:** Please address all categories and all sections under each category. Indications of not applicable (NA) should be entered if you do not have an activity to report. Begin each category (I, II, III, IV) on a blank, separate sheet to be attached to your application.

### **CATEGORY I: Scholarly Activities and/or Creative Accomplishments**

Please use standard bibliographic format for your discipline. Include only those publications that have been released. Do not include those in press or pending release. A minimum of three (3) refereed publications and/or creative accomplishments are required. If, in the judgment of the applicant and or department chair, a specific contribution such as a scholarly book or creative and innovative endeavors should be given special consideration, this should be so indicated. **One copy of each publication to be reviewed should be attached. Application for full graduate faculty membership will be returned if it does not include copies of journal articles and other scholarly publications.**

1. Published books.
2. Chapters in books.
3. Published articles. (Indicate by use of an\* those articles published in refereed journals)
4. Monographs.
5. Creative endeavors in the fine or performing arts. (Include juried exhibits or performances, published musical scores, films, etc.)

OR

Development and/or publication of technical materials. (Include patented materials or inventions or other technical materials of high quality.) For each of the activities you list, attach documentary materials such as published programs and reviews, peer reviews, and other appropriate supportive information.

### **CATEGORY II: Professional Achievement at Regional and National Level**

1. Papers presented at regional or national meetings.
2. Grants from state or federal funding agencies, foundations or other external funding sources.
3. Editorships/reviewer for refereed journals.
4. Reviews of published books or manuscripts.

### **CATEGORY III: Leadership and Professional Involvement**

1. Leadership in state, regional-or national professional organizations as evidenced by:
  - a. Offices held or committees chaired
  - b. Membership on major committees
  - c. Other
2. Papers presented at state professional meetings.
3. Community service activities including membership on social service advisory boards as well as participation in social or public service agencies.
4. Workshops and consultations (professional service activities applying one's discipline to specific state or regional needs.)

### **CATEGORY IV: Effective Participation in Graduate Education**

1. Advisement of graduate students.
2. Direction of theses or dissertations or service on theses or dissertation committees (list most recent years).
3. Direction or supervision of internships, practice experiences or projects (summarize).
4. Service on terminal examination or reading committees (summarize).
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Other

## **QUALIFICATIONS RELEVANT TO ASSOCIATE GRADUATE FACULTY MEMBERSHIP**

**DIRECTIONS:** Please address all categories and all sections under each category. Indications of not applicable (NA) should be entered if you do not have an activity to report. Begin each category (I, II, III, IV) on a blank, separate sheet to be attached to your application.

### **CATEGORY I: Scholarly Activities and/or Creative Accomplishments**

Please use standard bibliographic format for your discipline. Use any publications in the following categories:

1. Published books.
2. Chapters in books.
3. Published articles. (Indicate by use of an asterisk \* those articles published in referred journals.
4. Monographs.
5. Creative endeavors in the fine of performing arts. (Include juried exhibits or performed published musical scores, films, etc.)

OR

Development and/or publication of technical materials. (Include patented materials or inventions or other technical materials of high quality.). For each of the activities you list, attach documentary materials such as published programs and reviews, peer reviews, and other appropriate supportive information.

List by year and activity.

4. Research currently in progress. (This section is especially important for those applicants seeking Associate graduate Faculty Membership.)

### **CATEGORY II: Professional Achievement at Regional and National Level**

1. Papers presented at regional or national meetings.
2. Grants from state or federal funding agencies, foundations, or other external sources.
3. Serve as editor/reviewer for refereed journals.
4. Serve as reviewer of published books or manuscripts.

### **CATEGORY III: Leadership and Professional Involvement**

1. Leadership in state, regional or national professional organizations as evidenced by:
  - a. Offices held or committees chaired
  - b. Membership on major committees
  - c. Other
2. Papers presented at state professional meetings.
3. Community service activities including membership on social service advisory boards as well as participation in social or public service agencies.
4. Workshops and consultations (Professional service activities applying one's discipline to specific state or regional needs.)

### **CATEGORY IV: Effective Participation in Graduate Education**

1. Advisement of graduate students.
2. Direction of theses or dissertations or service on thesis or dissertation committees (List most recent years.)
3. Direction or supervision of internships, practicum experiences or projects (summarize).
4. Service on terminal examination or reading committees (summarize).
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Other

# APPLICATIONS

*Applications are fillable.*



# FULL GRADUATE FACULTY MEMBER APPLICATION

(Submit two (2) copies to Dean of Graduate Studies)

Name:	Social Security No.:
Department:	College:
Title and Present Rank:	
Number of Years in Service at SSU:	
Number of Years at Other Institutions of Higher Learning:	

Institution	Years

If appointed to the Graduate Faculty at a former institution(s), complete the following:

Institution	Dates of Appointment

Professional Education:

Degree	Institution	Year	Major Field

Title of Master's Thesis:
Title of Doctoral Dissertation:



# ASSOCIATE GRADUATE FACULTY MEMBER APPLICATION

(Submit two (2) copies to Dean of Graduate Studies)

Name:	Social Security No.:
Department:	College:
Title and Present Rank:	
Number of Years in Service at SSU:	
Number of Years at Other Institutions of Higher Learning:	

Institution	Years

If appointed to the Graduate Faculty at a former institution(s), complete the following:

Institution	Dates of Appointment

Professional Education:

Degree	Institution	Year	Major Field

Title of Master's Thesis:
Title of Doctoral Dissertation:



## TEMPORARY GRADUATE FACULTY MEMBER APPLICATION

(Submit two (2) copies to Dean of Graduate Studies)

Name:	Social Security No.:
Department:	College:
Title and Present Rank:	
Number of Years in Service at SSU:	
Number of Years at Other Institutions of Higher Learning:	

Institution	Years

If appointed to the Graduate Faculty at a former institution(s), complete the following:

Institution	Dates of Appointment

Professional Education:

Degree	Institution	Year	Major Field

Title of Master's Thesis:
Title of Doctoral Dissertation:





# ADJUNCT GRADUATE FACULTY MEMBER APPLICATION

(Submit two (2) copies to Dean of Graduate Studies)

Name:	Social Security No.:
Department:	College:
Title and Present Rank:	
Number of Years in Service at SSU:	
Number of Years at Other Institutions of Higher Learning:	

Institution	Years

If appointed to the Graduate Faculty at a former institution(s), complete the following:

Institution	Dates of Appointment

Professional Education:

Degree	Institution	Year	Major Field

Title of Master's Thesis:
Title of Doctoral Dissertation:

# RECOMMENDATION FORMS

*Recommendation forms are fillable.*



**RECOMMENDATION OF THE PROGRAM DIRECTOR\*  
FOR FULL GRADUATE FACULTY STATUS**

**DIRECTIONS:** Please explain the reasons for your recommendation of this applicant.

The appointment Committee of the Graduate Council invites your opinion of the below named faculty member. Please evaluate the scholar's publications and/or creative accomplishments, the merits of the applicant's ongoing research activity, the probability his/her research will lead to publication or production that will meet the standards of the discipline, and the applicant's potential for making contributions to the graduate program.

**Name of the Applicant:** \_\_\_\_\_

**I request that the person named above be appointed full graduate faculty member to teach the following courses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Justification for Request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved:**

Date: \_\_\_\_\_ Department Chair

Date: \_\_\_\_\_ Program Director

Date: \_\_\_\_\_ College Dean

Date: \_\_\_\_\_ Dean of Graduate Studies

Date: \_\_\_\_\_ Vice President for Academic Affairs

**\*NOTE:** If a graduate program does not have a Program Director, then this recommendation should be completed by the faculty member's Department Chair.  
Rev. 5/28/02



**RECOMMENDATION OF THE PROGRAM DIRECTOR\*  
FOR ASSOCIATE GRADUATE FACULTY STATUS**

**DIRECTIONS:** Please explain the reasons for your recommendation of this applicant.

The Appointment Committee of the Graduate Council invites your opinion of the below named faculty member. Please evaluate the scholar's publications and/or creative accomplishments, the merits of the applicant's ongoing research activity, the probability his/her research will lead to publication or production that will meet the standards of the discipline, and the applicant's potential for making contributions to the graduate program.

**Name of the Applicant:** \_\_\_\_\_

**I request that the person named above be appointed associate graduate faculty member to teach the following courses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Justification for Request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved:**

Date: \_\_\_\_\_ Department Chair

Date: \_\_\_\_\_ Program Director

Date: \_\_\_\_\_ College Dean

Date: \_\_\_\_\_ Dean of Graduate Studies

Date: \_\_\_\_\_ Vice President for Academic Affairs

**\*NOTE:** If a graduate program does not have a Program Director, then this recommendation should be completed by the faculty member's Department Chair.



**RECOMMENDATION FOR APPOINTMENT TO THE  
GRADUATE FACULTY AS TEMPORARY  
GRADUATE FACULTY MEMBER**

(Submit one (1) copy to Dean of Graduate Studies)

**DIRECTIONS:** Please explain the reasons for your recommendation of this applicant.

Temporary Graduate Faculty members are appointed by the Vice President for Academic Affairs and the Dean of Graduate Studies upon the recommendation of the department chair and program director to serve for a limited period of time (one year or less). Full-time or part-time faculty members who hold the rank of Assistant Professor or above are not eligible for appointment.

**Name of the Applicant:** \_\_\_\_\_

**I request that the person named above be as a temporary graduate faculty member for the period**  
\_\_\_\_\_ **to** \_\_\_\_\_ **(must be one year or less) teach the following**  
**courses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Justification for Request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved:**

Date: \_\_\_\_\_ Department Chair

Date: \_\_\_\_\_ Program Director

Date: \_\_\_\_\_ College Dean

Date: \_\_\_\_\_ Dean of Graduate Studies

Date: \_\_\_\_\_ Vice President for Academic Affairs



**RECOMMENDATION FOR APPOINTMENT TO THE  
GRADUATE FACULTY AS ADJUNCT  
GRADUATE FACULTY MEMBER**

(Submit one (1) copy to Dean of Graduate Studies)

**DIRECTIONS:** Please explain the reasons for your recommendation of this applicant.

Adjunct Graduate Faculty members are appointed by the Dean of Graduate Studies upon the recommendation of the department chair and the college dean to serve for a limited period of time (one year or less). Full-time or part-time faculty members who hold the rank of Instructor or above are not eligible for appointment.

Name of the Applicant: \_\_\_\_\_

I request that the person named above be as an adjunct graduate faculty member for the period \_\_\_\_\_ to \_\_\_\_\_ (must be one year or less) teach the following courses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification for Request:

\_\_\_\_\_

**Approved:**

Date: \_\_\_\_\_ Department Chair

Date: \_\_\_\_\_ Program Director

Date: \_\_\_\_\_ College Dean

Date: \_\_\_\_\_ Dean of Graduate Studies

Date: \_\_\_\_\_ Vice President for Academic Affairs