

## Checklist for Graduate Faculty Status Applications

The Graduate Faculty Status committee consists of one representative from each school at the University. The committee meets prior to the regularly scheduled Graduate Council meetings. All applications must be submitted to the committee chairperson by the second week in each month. After careful review of each application, the committee will make a recommendation to the Graduate Council.

<i>Action</i>	<i>Completed</i>
<b>A. Department Level</b>	
1. Departmental Faculty initiates the action.	_____
2. Departmental review	_____
<ul style="list-style-type: none"> <li>• Hold the doctorate or a degree that is terminal in his/her field of study.</li> <li>• Hold the rank of Professor, Associate Professor or Assistant Professor.</li> <li>• Current involvement in research and/or creative work.</li> <li>• Published research and scholarly work during the <u>last five years</u>, or have demonstrated comparable, creative achievement.                             <ul style="list-style-type: none"> <li>a. If Yes- RECOMMEND FULL STATUS _____</li> <li>b. If No- but within the last three (3) years, ASSOCIATE STATUS _____</li> <li>c. Adjunct Faculty Status Recommended.* _____</li> </ul> </li> </ul>	_____ _____ _____ _____ _____
3. Department Chair signs off and forwards to College Dean with current vita.	_____
<b>B. College Level</b>	
1. College Dean review.	_____
2. College Dean approves and forwards to Graduate Faculty Status Committee.	_____
<b>C. Graduate Council Level</b>	
1. Graduate Faculty Status Committee reviews. <ul style="list-style-type: none"> <li>a. Approved- proposal to Dean.</li> <li>b. Disapproved- return to Initiator.</li> </ul>	_____ _____
2. Chair Faculty Status Committee signs off, prepares report for Graduate Council.	_____
3. Graduate Council receives the recommendation of the Faculty Status Committee. <ul style="list-style-type: none"> <li>a. Approved- proposal to Graduate Dean.</li> <li>b. Disapproved.</li> </ul>	_____ _____
4. Graduate Dean signs off and prepares a report with recommendation for Academic Affairs.	_____
<b>D. Academic Affairs</b>	
1. The finalized proposal is received by the Office of Academic Affairs.	_____
2. Applicant notified of decision by the Office of Academic Affairs.	_____

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**\*ADJUNCT GRADUATE FACULTY CRITERIA**

Adjunct members of the graduate faculty are temporary, part-time professors, possessed of proven competence and appropriate credentials, who are appointed to meet the University's needs in their area of expertise.

- Hold the doctorate or a degree that is terminal in his/her field of study.
- Hold the rank of Professor, Associate Professor or Assistant Professor.
- Published research and scholarly work, or have demonstrated comparable, creative achievement.