

Graduate Faculty Appointment

Name of Faculty Member: _____

Department or Program: _____

Graduate Program(s) to which the candidate will contribute: _____

Academic Rank and Title: _____

Highest Degree Earned: _____

All graduate faculty appointments must be recommended first by the appropriate department or program head, and then approved (or denied) by the respective Dean. See [Academic Affairs Website-Administrative Processes](#).

Select Type of Appointment Outlined Below:

Regular Graduate Faculty Appointment: Request for graduate faculty appointment submitted upon appointment and renewed automatically upon the award of tenure or completion of post-tenure review.

Requisites: Full-time tenured or tenure track faculty, with a rank of at least assistant professor; Earned Doctorate or equivalent; Published works and/or recognized accomplishments in research and/or teaching

Required Materials: Current, up-to-date curriculum vitae

Limited Term Graduate Faculty Appointment: Request for graduate faculty appointment submitted upon appointment and renewed annually.

Requisites: Part-time, one-year, emeritus, Web MBA, or visiting faculty with a rank of at least assistant professor; Earned Doctorate or equivalent; Published works and/or recognized accomplishments in research and/or teaching

Required Materials: Current, up-to-date curriculum vitae; Statement describing the special expertise that the faculty member brings to the graduate program and the qualifications that contribute to the work and progress of graduate students

Permission to Teach: *Does not* constitute Graduate Faculty Appointment. Request submitted annually and/or prior to the semester in which the faculty member will teach.

Requisites: Non-tenure track full-time faculty (ranked, lecturer, senior lecturer), part-time faculty, and adjunct faculty. In lieu of terminal degree, the candidate must demonstrate 1) exceptional scholarly activity or professional experience, 2) experience teaching graduate level classes, **or** 3) evidence of a high potential for effective teaching at the graduate level.

Required Materials: Current, up-to-date curriculum vitae; Justification statement addressing 1) Department/program need, 2) Special expertise that the faculty member brings to the graduate program, 3) Qualifications that contribute to the work and progress of graduate students, **and** 4) Expected duties of the candidate.

Begin Date _____ End Date (LT and Permission to Teach Only) _____

Department/Program Head _____ Date _____
(printed name) (signature)

College/School Dean _____ Date _____
(printed name) (signature)

Approved

Denied