GRADUATE FACULTY APPOINTMENT PROCEDURES

- ✓ Complete the form: Application for Appointment to Graduate Faculty Status
- ✓ Attach a current vita.
 - o Email a current vita to the Graduate Dean (caldwell@missouriwestern.edu).
- ✓ The application materials should be submitted in hard copy to the department Chair and then routed to the Graduate Dean.
- ✓ Categories of appointment include

o Graduate Faculty

- Qualifications: Full-time tenured or tenure-track MWSU Faculty who hold a Terminal Degree in an appropriate field of study or who have professional credentials and expertise appropriate for supervising graduate research. Graduate Faculty should demonstrate evidence of scholarly/creative activity, including a minimum of one of the following:
 - 1. One peer reviewed publication or creative activity in one's content discipline within the past three years; two such publications within the past five years; or, one such publication and four conference presentations within the past five years.
 - 2. Relevant provisional service and leadership in one's discipline at the regional or national level. There must be evidence of keeping current in one's content discipline.
 - 3. Possessing special or unique content related qualities contributing to a particular graduate curriculum. Normally this will be non-academically recognized experience/expertise related to the teaching area.
- Responsibilities and privileges include teaching graduate courses, advising graduate students, chairing and serving on graduate student committees, and being eligible to serve on Graduate Council.
- Faculty who are hired to tenure-track or tenured appointments will be appointed full Graduate Faculty status in their first year of employment upon request to the Graduate Dean by the department chair, unit head or the academic college or school's Dean.
- In special circumstance the Graduate Dean may recommend appointment to Graduate Faculty status.
- Graduate Faculty are appointed for a five year term, after which they may apply for reappointment.

Adjunct Graduate Faculty

- Qualifications: Professionals, staff and administrators judged capable of contributing to quality graduate education in the area of their expertise.
 Adjunct Faculty do not hold full-time MWSU faculty contracts.
- Responsibilities and privileges include teaching graduate level courses and serving on student committees. Adjunct faculty may serve on student committees (limited to one per semester) with approval of the department chair or unit head and Graduate Dean.
- Adjunct Graduate Faculty appointments are made upon the request of the department chair and approval of the graduate dean.
- These appointments are for one year with the possibility of annual reapplication.

MISSOURI WESTERN STATE UNIVERSITY APPLICATION FOR APPOINTMENT TO GRADUATE FACULTY STATUS

PLEASE ROUTE THIS FORM THROUGH YOUR DEPARTMENT CHAIR TO THE GRADUATE DEAN

I.	Personal data:				
	Name:				
	Last	First	Middle		
		@missouriwestern.edu	MWSU Phone:		
	Department				
	Date of beginning employment at MWSU				
	Tenure Track: Yes No (NOTE: Only MWSU faculty are eligible. Staff and				
non-MWSU employees should apply as Adjunct Graduate Faculty)					
	Present academic rank at M	r present rank conferred			
II.	activity, honors received, graduate school committee service, and professional development. Publications should be clearly separated from presentations, and information on which items are peer-reviewed should be available. Also please email copy of your vita to the graduate dean.				
	Tield of fields of gladuate t	eaching specialty			
IV.	Experience in directing the (completed and current):	eses, doctoral dissertations a	and graduate projects		
		Number	Universities		
1.	Masters or Doctoral				
	Committee Membership				
2.	Masters or Doctoral				
	Committees Directed				

Please indicate below whether you have a terminal degree, and how you qualify for graduate faculty status. If you do not meet the requirements, please elect to be considered for Associate Graduate Faculty.

Qualify Through Publication/Creative Activity	Qualify Through Leadership	Qualify Through Unique Content Related Qualities
One peer reviewed publication or creative activity in one's content discipline within the past three years; two such publications within the past five years; or, one such publication and four conference presentations within the past five years.	Relevant provisional service and leadership in one's discipline at the regional or national level. There must be evidence of keeping current in one's content discipline.	Possessing special or unique content related qualities contributing to a particular graduate curriculum. Normally this will be non-academically recognized experience/expertise related to the teaching area.
ignature of Applicant:		
		Date
Chairperson RecommendationGraduate FacultyAdjungApproveDo Not Appr	·	
ignature	Date	

Please give the rationale for this recommendation in the space below using the three ways to qualify above. If this is a recommendation for Associate Graduate Faculty Status, indicate in general terms the faculty member's qualifications to teach graduate courses. This rationale is critical for faculty applying through Leadership or Unique Content Related Qualities.

College Dean Reco	ommendation cultyAdjunct Graduate	Faculty
Approve	Do Not Approve	
Signature		Date
If the Dean's recomfor the difference.	nmendation differs from that of	the Department Chairperson, please give the rationale
	Recommendation and Rational Recommendation and Rec	
Approve	Do Not Approve	
Signature	1	Date
	uncil's recommendation differs ne rationale for the difference.	from that of the Department Chairperson, or College
Provost DecisionGraduate Fac	cultyAdjunct Graduate	Faculty
Approve	Do Not Approve	
Signature		Date