

## GRADUATE FACULTY APPOINTMENT PROCEDURES

- ✓ Complete the form: Application for Appointment to Graduate Faculty Status
- ✓ Attach a current vita.
  - 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
  - **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.



Do you hold a terminal degree?  Yes  No Degree: \_\_\_\_\_

Please check how you qualify for Graduate Faculty status:

<input type="checkbox"/> <b>Qualify Through Publication/Creative Activity</b>	<input type="checkbox"/> <b>Qualify Through Leadership</b>	<input type="checkbox"/> <b>Qualify Through Unique Content Related Qualities</b>
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.

Signature of Applicant: \_\_\_\_\_  
Date

**Chairperson Recommendation**

Graduate Faculty  Adjunct Graduate Faculty

Approve  Do Not Approve

Signature \_\_\_\_\_ 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 Recommendation**

Graduate Faculty  Adjunct Graduate Faculty

Approve  Do Not Approve

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the Dean's recommendation differs from that of the Department Chairperson, please give the rationale for the difference.

**Graduate Council Recommendation and Rationale**

Graduate Faculty  Adjunct Graduate Faculty

Approve  Do Not Approve

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the Graduate Council's recommendation differs from that of the Department Chairperson, or College Dean, please give the rationale for the difference.

**Provost Decision**

Graduate Faculty  Adjunct Graduate Faculty

Approve  Do Not Approve

Signature \_\_\_\_\_ Date \_\_\_\_\_