



Name of Applicant

UCA ID #

Email Address

Department

Current UCA Employment Status: FT PT N/A Current Tenure Status: Tenured Tenure-Track Non-Tenure-Track

Application for: Initial Membership Continued Membership If applicable, indicate Thesis or Dissertation Committee only Committee for Student's name

I. Documents to be submitted by Applicant:

- A. Attach a current, typed vita of applicant addressing the following: 1. Educational Background... 2. Employment Background... 3. Scholarship... 4. Graduate Teaching Experience... 5. Other contributions... 6. Relevant Non-academic Experiences. B. Attach copy of most recent graduate transcripts, if not already on file in the Graduate Office.

Applicant's Signature: Date:

II. Supporting Recommendations

DEPARTMENTAL GRADUATE FACULTY APPRAISAL
Do you recommend approval? Yes No When would you recommend review? 3 yrs 8 yrs Thesis/Dis. Committee only
Recommended Status: Full Associate Affiliated
Recommendation based on meeting or exceeding the following departmental criteria for graduate faculty:
Department G. F. Chair Signature: Date:

DEPARTMENT CHAIRPERSON APPRAISAL
Do you recommend approval? Yes No When would you recommend review? 3 yrs 8 yrs Thesis/Dis. Committee only
Recommended Status: Full Associate Affiliated
Comments (Required if recommendation differs from department graduate faculty recommendation):
Department Chair Signature: Date:

COLLEGE DEAN APPRAISAL
Do you recommend approval? Yes No When would you recommend review? 3 yrs 8 yrs
Recommended Status: Full Associate Affiliated
Comments (Required if recommendation differs from department graduate faculty recommendation):
College Dean Signature: Date:

After the College Dean's signature is obtained, please submit to the Graduate School for GRADUATE DEAN APPROVAL

Graduate Dean Signature Date:
Approved Status: Initial Continued Review after: 3 years 8 years N/A
Membership Status: Full Associate Affiliated Thesis/Dissertation Committee ONLY
Active status expires: GF GC Group Emailed

## Graduate Faculty Membership

A faculty member applying for graduate faculty membership should hold graduate degree(s) appropriate to the teaching field in which the graduate assignment is sought as determined by the applicant's department. Evidence of professional achievement and/or promise in teaching, scholarship, and/or appropriate professional practice should be presented for review by the department graduate faculty, consistent with the departmental/program graduate faculty criteria. Membership allows a faculty member all rights and privileges associated with graduate faculty status. Members are expected to engage actively in the graduate program of the University and to pursue professional activities consistent with that participation. Specific assignments are the responsibility of the department chair.

### Full-time tenured and tenure-track faculty (Graduate Faculty)

Graduate Faculty may be fully engaged in graduate instruction, curriculum design, advising, mentoring master's theses and projects, and serving on doctoral committees.

- **Initial Membership with review after three years:** Initial membership may be granted to newly hired tenure-track applicants or faculty who are to be assigned graduate teaching responsibilities for the first time.
- **Continued Membership:** Faculty are eligible for continued graduate faculty membership based on review of credentials in teaching, scholarship, and service in the graduate program as outlined in the departmental graduate faculty criteria. At the conclusion of the initial three year membership, application may be made for continuing the membership through the remainder of the probationary period for tenure. Full-time tenured faculty are eligible for continued membership with review at either three or eight year intervals. At the conclusion of each membership period, application for continued membership may be initiated.

**Non-tenure-track faculty (Associate Graduate Faculty)** Associate Graduate faculty may be fully or partially engaged in graduate instruction, curriculum design and advising in specific content areas and may serve on master's committees.

- **Initial Membership with review after three years:** Initial membership may be granted to newly hired non-tenure-track applicants or faculty who are to be assigned graduate teaching responsibilities for the first time.
- **Continued Membership:** Faculty are eligible for continued associate graduate faculty membership based on review of credentials in teaching, scholarship or professional practice, and service in the graduate program as outlined in the departmental graduate faculty criteria. Faculty are eligible for continued membership with review at either three or eight year intervals. At the conclusion of each membership period, application for continued membership may be initiated.

**Affiliated Graduate Faculty** Affiliated graduate faculty may be full-time or adjunct faculty who have limited engagement in a graduate program such as assignment to teach a specific course in their area of expertise or to assume a secondary role in mentoring research.

#### **NOTE:**

***The term of graduate faculty membership will not exceed any probationary period for tenure and should not be interpreted as a commitment by the University for continued employment beyond the probationary period.***

***Adjunct faculty and non-tenure-track full-time faculty are appointed for a specified period as defined in the letter of appointment. Although they may be granted terms of graduate faculty membership for multiple years, this does not imply a commitment for employment beyond the expiration of a term appointment.***

***Application must be received by the Graduate School Office by the first of the month for action in that month.***