**Nicholls State University**

**Graduate Studies**

**APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
| Full Name of Applicant | | Academic Rank and Title (e.g., Assistant Professor of Education) | |
|  |  | |  |
| College | Department | | Year of Appointment to Nicholls Faculty |

**APPOINTMENT SOUGHT:** New [ ] Reappointment [ ]

***TO BE CONSIDERED FOR APPOINTMENT, ATTACH A BIOGRAPHICAL SKETCH USING THE TEMPLATE PROVIDED BY THE OFFICE OF UNIVERSITY GRADUATE STUDIES.***

Membership on the Graduate Faculty is determined by the Graduate Council on the basis of an individual’s duties and qualifications after recommendation of the department head and academic dean. Graduate Faculty members should be productive, creative scholars. Productive scholarship requires devotion to the discovery, development, and refinement of knowledge and techniques in one’s field of expertise. Recommendations for appointment further are restricted to persons who are, or will be, actively providing graduate academic services and/or graduate instruction for the University. Appointment to the Graduate Faculty is recognition of outstanding achievement and not an honor bestowed simply because of position or service.

**MEMBERSHIP TYPE: (**Check one.**)**

|  |  |  |
| --- | --- | --- |
|  | REGULAR | A Regular Member of the Graduate Faculty is appointed for *five years* and is authorized to perform functions appropriate to graduate education including teaching graduate courses within their area of expertise and serving as major professor for graduate students. **Minimum qualifications for appointment are the highest terminal earned degree or the clear equivalent in the field, the rank of Assistant Professor or higher, avowed interest in graduate instruction, experience in teaching advanced subjects, and a minimum of two peer-reviewed research publications within the five years prior to appointment along with evidence of continued scholarly activity during that time period.** Faculty who have earned their terminal degree within two years of application for membership may apply for regular membership. Regular Members are evaluated for *reappointment every five years.* |
|  | SENIOR  ASSOCIATE | A Senior Associate Member is appointed for *three years* to teach specifically designated courses, the content of which lies within the area of specialization of the faculty member. **Minimum qualifications for appointment are completion of a terminal degree, the rank of Assistant Professor or higher, possession of unique qualifications for teaching specialized courses, avowed interest in graduate instruction, and evidence of scholarly activity within the three years prior to appointment.** A Senior Associate Member is not authorized to serve as major professor for graduate students. Senior *Associate Members whose services are required for longer than three years must be re-submitted for approval and should be exploring appropriate scholarly activity for appointment to Regular Member.* |
|  | ASSOCIATE | An Associate Member is appointed for *two years* to teach specifically designated courses, the content of which lies within the area of specialization of the faculty member. **Minimum qualifications for appointment are completion of a master’s degree and possession of unique qualifications for teaching the specialized courses to which the individual would be assigned.** An Associate Member is not authorized to serve as major professor for graduate students. *Associate Members whose services are required for longer than two years must be re-submitted for approval.* |
|  | PROFESSIONAL AFFILIATE | A Professional Affiliate (PA) is appointed for *two years* based on evidence of expertise or knowledge directly relevant and applicable to the professional program in which the individual will be involved. PAs may engage in instructional activities at the master’s level and may serve as a member of thesis committees but may not normally chair except by permission of the Director of University Graduate Studies. Expertise is defined in terms of recent activities recognized by the focal area as indicative of excellence. Appropriate indicators may include: terminal degrees in focal or relevant areas; professional certification; licensure, diplomas, or record of professional practice; and demonstrated professional excellence through performances, exhibitions, presentations, professional publications, or national awards. *Individuals whose professional activities are a function of their Nicholls employment are ineligible for professional affiliate status. Professional Affiliate Members whose services are required for longer than two years must be re-submitted for approval.* |
|  | ADJUNCT | An Adjunct Member of the graduate faculty is a visiting member of the faculty who meets all criteria for appointment either as a Regular Member, Senior Associate Member, or as an Associate Member, but who **is not a permanent employee of the University**. Appointment as an Adjunct Member is for two years to teach specifically designated courses, the content of which lies within the area of specialization of the faculty member. *Adjunct Members whose services are required for longer than two years must be re-submitted for approval.* |

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Signature of Applicant Date

**RECOMMENDATIONS FOR APPOINTMENT**

**Note:** Department Head and Dean’s signatures required before Graduate Council Review. *Applicant’s Biographical Sketch (University Graduate Studies Template) must also be attached.*

**Recommendation of Department Head**: Appoint to [ ] Regular

[ ] Senior Associate

[ ] Associate \* **(must comment BELOW**)

[ ] Professional Affiliate \* **(must comment BELOW**)

[ ] Adjunct \* **(must comment BELOW**)

Denial [ ]

**Comments/Justification/Courses to be taught: \**(For Associate, Professional Affiliate, and Adjunct Membership, Department head must identify which graduate-level course(s) will be taught by the applicant AND provide justification of expertise)***

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Department Head Date

**Recommendation of Dean:** Appoint to [ ] Regular

[ ] Senior Associate

[ ] Associate

[ ] Professional Affiliate

[ ] Adjunct

Denial [ ]

Comments/Justification:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

**Approved** (after action by the Graduate Council)**:**

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Chair, Graduate Council Date Director of University Graduate Studies Date

**UPDATED April 2020**

**Nicholls State University**

**Graduate Studies**



**BIOGRAPHICAL SKETCH for GRADUATE FACULTY APPOINTMENT or REAPPOINTMENT**

Provide the following information.

**DO NOT EXCEED THREE PAGES.**



|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | | **POSITION TITLE** | |
| **EDUCATION TRAINING (Begin with baccalaureate or other initial professional education, such as nursing and include postdoctoral training.)** | | | |
| **INSTITUTION AND LOCATION** | **DEGREE**  **(if applicable)** | **YEAR(s)** | **FIELD OF STUDY** |
|  |  |  |  |

1. **Positions and Employment** (Begin with current position.)

**B. B. Peer-Reviewed Publications** (List for last five (5) years *only*.)

**C. C. Other Publications and/or Presentations Related to Research** (List for last five (5) years *only.)*

**D. Graduate Student Training and Teaching** (List for past five (5) years, courses taught, students mentored as major advisor/professor or committee member.)

**E. E. Honors**

**F. Other Information demonstrating currency in field** (Include activities such as ongoing research, grants, licensure experiences, continued education, professional development, etc.)