

# FAIRMONT STATE UNIVERSITY GRADUATE STUDIES

## GRADUATE FACULTY MEMBERSHIP

Those who wish to teach graduate level courses, advise graduate students, or serve on thesis committees must apply for graduate faculty membership. Applicants should complete the application form and provide curriculum vitae for use by the Graduate Studies Council. Graduate Faculty status should generally be requested at least one semester in advance of the semester the individual expects to teach at the graduate level. No faculty member, full-time or adjunct, will be permitted to teach a graduate course without holding graduate faculty membership.

**Approval Process:** Applicants for Graduate Faculty membership will be reviewed and confirmed by the Dean of Graduate Studies at FSU. Applications will be referred to the Graduate Studies Council for final decision.

**Criteria:** All University faculty members who have an appropriate terminal degree in the field in which they will perform Graduate Faculty functions shall be deemed qualified for consideration of membership in the Graduate Faculty. Members are expected to engage actively in the graduate program of the University and to pursue professional activities consistent with that participation.

### **Directions:**

- 1) One hard (paper) copy of the completed application form and a curriculum vitae described below should be delivered (not faxed) to 208 Hardway Building. The items on the application form do not dictate expectations, nor is more necessarily better. All designated signatures should be acquired before the form is submitted.
- 2) An electronic file of both documents should also be provided to 208 Hardway Building.
- 3) As chair of the Graduate Studies Council, the Dean of Graduate Studies will sign after a decision is made by the Council. Upon completion, acknowledgement will be sent to the applicant and the appropriate Dean and Department Chair.

**Curriculum Vitae:** Please attach a copy of your current vitae arranged in this order:

- A. **Degrees Earned**--Include university name, major, degree and the year in which each was granted
- B. **Professional Positions Held**--Titles, dates, and descriptions, *arranged in reverse chronological order*
- C. **Peer Reviewed Publications**--Titles, volume and page numbers, place of publication (if appropriate) *arranged in reverse chronological order*
- D. **Peer Reviewed Presentations**--Titles, dates, and names of conferences, *arranged in reverse chronological order*
- E. **Grants/Contracts**--Title of project, funding agency, dates, amount of award, *arranged in reverse chronological order*
- F. **Professional Affiliations**--Names of associations/organizations, dates of membership, leadership positions held and dates, *arranged in reverse chronological order*

# GRADUATE FACULTY APPLICATION FORM

## I. Identifying Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Rank: \_\_\_\_\_ Tenured:  Yes  No  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## II. Evidence of Ongoing Scholarly, Creative and Professional Work:

A. In the past five years, I have published the following peer-reviewed publications:

Title	Name of Publication	Publication Information (Date, Volume #, Issue #, Page #)

(Please list additional titles on an attached sheet of paper.)

B. In the past five years, I have made the following peer-reviewed professional presentations:

Title of Presentation	Name of Meeting/Conference	Date

(Please list other presentations on an attached sheet of paper.)

C. In the past five years, I have served in the following leadership roles with a regional or national professional organization:

Position Title	Organization	Dates Served

(Please list other offices held on an attached sheet of paper.)

D. In the past five years, I have received the following external grants:

1) Purpose of Grant:		
Name of Agency:	Amount Funded:	Date:
2) Purpose of Grant:		
Name of Agency:	Amount Funded:	Date:

(Please list additional grant activities, including internal grants, separately.)

**E. In the past five years, I have accomplished the following creative endeavors:**

Endeavor	Date

(Please list additional activities on an attached sheet of paper.)

**F. In the past five years, I have taught the following graduate level courses:**

Course Title	Date

(Please list additional courses on an attached sheet of paper.)

**G. Other Qualifications You May Wish to Add:**

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**Recommendation from Department Chair:**

I support \_\_\_\_\_ for Graduate Faculty membership.

I do not support \_\_\_\_\_ for Graduate Faculty membership.

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

Rationale: (Statements of support should discuss the applicant's qualifications and his/her potential for contribution to graduate education. Please attach an additional sheet of paper if necessary.)

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**Recommendation from Dean:**

I support \_\_\_\_\_ for Graduate Faculty membership.

I do not support \_\_\_\_\_ for Graduate Faculty membership.

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

Rationale: (Statements of support should discuss the applicant's qualifications and his/her potential for contribution to graduate education. Please attach an additional sheet of paper if necessary.)

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**Approval of the Dean of Graduate Studies:**

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