

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 a curriculum vitae for use by the Graduate Studies Council. Graduate Faculty status should generally be requested 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 the 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 the Office of Graduate Studies. The items on the application form do not dictate expectations, nor is more necessarily better. All signatures should be in place before the form is submitted to the Office of Graduate Studies.
- 2) An electronic file of both documents should also be provided to the Office of Graduate Studies.
- 3) As chair of the Graduate Studies Council, the Dean of Graduate Studies will sign after approval by the Council. Upon approval, acknowledgement is sent to the individual and the appropriate Dean and Department Chair or Unit Head.

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 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:
3) Purpose of Grant:		
Name of Agency:	Amount Funded:	Date:

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

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

Endeavor	Date

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

E. Other Qualifications You May Wish to Add:

Recommendation from Department Chair or Unit Head:

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 their potential for contribution to graduate education. Please attach an additional sheet of paper if necessary.)

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 their potential for contribution to graduate education. Please attach an additional sheet of paper if necessary.)

Approval of the Dean of Graduate Studies:

Signature: _____ Date: _____