

Graduate Faculty Status Application Form

Note: CV must accompany application.

Name: _____
 Mailing Address: _____

Date of Request: _____
 Date of Hire: _____
 Email Address: _____

TAMUCC Employee Academic Rank: _____

Non-TAMUCC Employee Current Affiliation and Position Title: _____

Highest Degree: _____

Discipline: _____

College: COB COEHD CLA CONHS COSE

Department: _____

Appointment Requested (*Complete ONE of the following boxes*):

Tenure/Tenure Track
 New Faculty (3 years unless specified below) Reappointment (6 years unless specified below)

Non-Tenure Track Faculty/Staff (*Complete BOTH type of appointment and privileges requested*). **Requires** memo providing rationale for appointment. (1 year unless specified below; requires justification)

<p>Type of Appointment</p> <p><input type="checkbox"/> Associate Member of Graduate Faculty</p> <p><input type="checkbox"/> Adjunct Member of Graduate Faculty</p> <p><input type="checkbox"/> Special Appointment to Graduate Faculty</p> <p><input type="checkbox"/> Teaching Appointment to Graduate Faculty</p>	<p>Privileges Requested (<i>Check all that apply.</i>)</p> <p><input type="checkbox"/> Teaching of graduate courses</p> <p><input type="checkbox"/> Serving on graduate research committees</p> <p><input type="checkbox"/> Co-chairing graduate research committees*</p> <p><i>*Associate Members only</i></p>
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Requested Length of Appointment if different from above: 1yr 2yrs 3yrs 4yrs 5yrs 6yrs

PLEASE NOTE: Certification of credentials by the Division of Academic Affairs is required for all appointments that include teaching of graduate courses. By signing below, signatories are certifying that the applicants meet all requirements for the requested appointment as outlined in University Rule 12.99.99C0.03.

Applicant Signature	Applicant Name (Print)	Date
Dept. Chair/Program Coord. Signature	Dept. Chair/Program Coord. Name (Print)	Date
College Dean Signature	College Dean Name (Print)	Date

For Graduate Office Use Only:

Dean of Graduate Studies Signature	Dean of Graduate Studies Name (Print)	Date

Graduate Faculty Approval Process

Overview

The process has been designed and is intended to evaluate tenure and non-tenured faculty members to determine if they meet the criteria to be graduate faculty. The specific criteria are determined by each of the five discipline colleges and the process is detailed in TAMUCC University Procedure 12.99.99.C0.03. The purpose of the process at the College of Graduate Studies level is to ensure that all faculty being granted graduate faculty status have been reviewed using the appropriate standards and that the process is fully documented.

The individual colleges are responsible for completing and submitting this form.

The Graduate Faculty Status Application Form is the form submitted for each faculty member for whom graduate status is being requested. Below is a brief explanation of each field.

Name and other individual information must be complete.

Appointment Requested: *One* of the two boxes in this section must be completed. The first box is for tenure/tenure track faculty only. The second is for non-tenure track faculty. For tenured/tenure-track appointments, indicate whether the appointment is for new faculty or a renewal. For non-tenure-track appointments, both the type of appointment (one) and Privileges Requested must be indicated. **An explanatory memorandum describing the proposed assignments and rationale must be attached.** Please note that only Associate Graduate Faculty can co-chair dissertation or thesis committees. All requests for non-T/TT appointments for longer than one (1) year require a strong justification.

Length of request: Check the box for the number of years being requested. **For new tenured/tenure-track faculty**, the appointment is for three (3) years unless special circumstances warrant a shorter appointment. If Reappointment is checked, the appointment is for six (6) years unless special circumstances warrant a shorter appointment. ***Any requests for non-standard (e.g., committee service only, teaching only) or shortened appointments must include an explanatory memorandum.***

For Non-Tenure Track Faculty, please specify the number of years requested. *For appointment longer than one year, please ensure justification for extended appointment is clearly stated in explanatory memorandum (see above).*

Deadlines: All requests for consideration of graduate faculty must be submitted to the College of Graduate Studies **by March 01** for the following academic year.

A Curriculum Vitae must be attached to all graduate faculty status application forms.