

Application Form
Graduate Faculty and/or Doctoral Research Appointment/Reappointment

Please consult the Graduate Faculty Guidelines for the detailed criteria and procedures located at http://www.unco.edu/grad/forms/forms_faculty.htm
 Form number GS4006. All materials submitted for this appointment review are handled in a confidential manner.

Instructions

1. The faculty member as applicant completes Section A below and gives this form to his/her department chair or division/school director, with a current curriculum vitae (**UNC format required**) and supplementary materials, as needed. Documentation that relevant criteria have been met must be provided in the curriculum vitae or in the supplementary materials. **These should be the summary forms for the comprehensive performance or annual performance evaluations.**
2. The Chair or Director checks the criteria in Section B for which the faculty member has submitted documentation in the curriculum vitae and materials. If not evident in the curriculum vitae or materials, please do not check. Check the recommended graduate faculty status in Section A, and add any comments. **Clarifying the basis for your recommendation is most helpful to the Graduate Council Standards Committee and others reviewing the application.** Then sign and date the application and give to the College Dean.
3. The College Dean reviews the materials, checks his/her recommendation for graduate faculty status in Section C, adds comments, signs and dates the application, and returns the materials to the faculty member applicant.
4. The faculty member reviews and signs Section D, **then send the original and five signed copies of the application packet, signed copy of the performance evaluation document, and current curriculum vitae in UNC format to the Graduate School.**

Section A

Faculty Name _____	Social Security # _____	Degree (Yr., Institution) _____	Yr Hired _____
Program Area _____	Dept/Div/School _____	College _____	

Current Status: Current Faculty Rank _____

Please indicate your next Comprehensive Review or Performance Evaluation date: _____

New Faculty Member Graduate Lecturer Graduate Faculty Doctoral Research Endorsement

Tenured Tenure Track Term, Full-time Term, Part-time

Requested Status:

Graduate Faculty Doctoral Research Endorsement Graduate Faculty Equivalent

Section B. Criteria for Appointment

I. General Eligibility (meets one of the following)

1. Individual is a full-time faculty member or administrator at UNC
OR
2. Individual is a faculty member from another institution of higher education who has (or seeks) an ongoing relationship with one or more academic units at UNC with regard to teaching and/or research guidance of graduate students (consider for Graduate Faculty Equivalent status)

II. Education Background (meets one of the following)

1. Possesses a "terminal" degree in an appropriate discipline
2. Possesses a degree or combination of degrees approved for the discipline or program by the appropriate Academic Dean and the Graduate Dean.

III. Teaching Standards (meets the following)

1. Has a minimum of two years full-time teaching experience at an accredited college or university
2. Had satisfactory or better evaluation of his/her teaching and advising of graduate students
3. Had satisfactory or better evaluation of his/her service as a graduate program advisor, committee member, or research advisor

For new faculty who have no prior graduate teaching experience

4. Has evidence of graduate level teaching potential and discipline need (e.g., department needs him/her to be assigned to teach and/or advise graduate students immediately) AND has a full-time appointment, and has received the terminal degree in the last four years or has been employed for the last four years in a professional position which lacked expectation of scholarly productivity.

For Faculty in units that do not offer graduate level programs, or whose assignment at UNC excludes opportunities to teach graduate courses

5. Has evidence of continuing contributions to graduate education at UNC and meets scholarship standards below
Please discuss evidence of contribution (real or potential to graduate education)

IV. Scholarship Standards (as Graduate Faculty or Graduate Faculty Equivalent)

- 1. Meets each of the Primary Criteria below:
 - a. Continuous and cumulative record of scholarship in discipline (at least one scholarly endeavor a year)
 - b. Some scholarship has been disseminated/performed at the national level
 - c. Includes scholarship that has been juried/refereed by an external, professional reference group
- 2. Meets the General Criteria
Faculty member's scholarship is "valued" by peers in the discipline and includes discipline-specific scholarly activities such as (check all those that apply):
 - a. Publication in professional juried, edited, or refereed journals (articles, book reviews, editorials)
 - b. Publication in professional, non-juried periodicals (articles, book reviews, editorials, etc.)
 - c. Juried or refereed papers presented at professional meetings (includes posters, workshops)
 - d. Authored scholarly book or chapter in such book
 - e. Authored textbook or chapter in such book
 - f. Published curriculum materials including tests, monographs, or technical manuals
 - g. Provided professional consultation
 - h. Concerts, lecture recitals, professional readings and/or composition
 - i. Juried or invited exhibits at professional forums
 - j. Funded scholarly grants or contracts
 - k. Has edited or served on the editorial board of a refereed scholarly journal
 - l. Has white papers and position papers accepted as juried product

V. Graduate Service Standards (Meets both of the following)

- 1. Active, continuous involvement in supporting and improving graduate programs at the departmental through the university- wide levels at UNC. Leadership in graduate education has increased with length of tenure at UNC and includes (*check those that apply*):
 - a. Involvement with graduate curriculum development
 - b. Graduate Council service as member, leader, or on ad hoc committees
 - c. Graduate Program Coordinator
 - d. Special Graduate School admissions committees (non-BA, GIDP, etc.)
 - e. IRB or IACUC member
 - f. Service on research-related committees (e.g., FRPB)
 - g. Graduate student program advisement/committees
 - h. Research advisor (thesis or dissertation)
 - i. Faculty representative on doctoral examination & dissertation committees
 - j. Dissertation reviewer
- 2. Faculty member maintains membership and active participation in discipline-related professional associations at the local, state, regional or national levels.

VI. Doctoral Research Endorsement Standards (*meets all of the following criteria*):

- 1. Full-time member of the Graduate Faculty, or eligible for such membership (*not retired*)
- 2. Prior service or currently serving on a doctoral research committee at UNC or another institution

DR Scholarship Standards (*meets the following additional standards for doctoral research endorsement*)

- 3. Scholarship is disseminated primarily at the national or international levels
- 4. Scholarship is primarily of a juried or peer-reviewed nature
- 5. Actively engaged in own research that is discipline-specific, with a minimum of 3 written products or artistic performances that have been peer-reviewed in the last four years (*check those that apply*)
 - a. Publication in juried, edited or refereed journals/periodicals
 - b. Concerts, lectures, lecture recitals, professional readings, and/or professional compositions (recognized as national or international contributions)
 - c. Juried or refereed papers at professional meetings
 - d. Scholarly books or chapters in such books
 - e. Textbook or chapter of such book
 - f. Monographs and/or technical manuals of a professional, discipline-specific nature
 - g. Funded scholarly grants or contracts (excludes grants not requiring scholarly products)
 - h. Has edited or served on the editorial board of a refereed scholarly journal
 - i. Has white papers and position papers accepted as juried product

(DR Scholarship Standards continued on the next page)

- 6. Meets college doctoral research standards (*where those standards exceed Graduate Council standards*)

Section C: For Administrative Use Only

Indicate YOUR recommendation for this person's appointment below by checking appropriate category:

Chair/Director **Dean**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Graduate Faculty |
| <input type="checkbox"/> | <input type="checkbox"/> | Graduate Faculty with Doctoral Research Endorsement |
| <input type="checkbox"/> | <input type="checkbox"/> | Graduate Faculty Equivalent (<i>less than full time employee or not a UNC employee</i>) |

Chair/Director COMMENTS

(your specific comments are very important to the review process, attach a separate letter, if so desired)

Chair/Director Signature

Date

DEAN COMMENTS

(your specific comments are very important to the review process; attach a separate letter, if so desired)

Dean's Signature

Date

Section D: Faculty Member (Nominee) Review

I have reviewed the recommendation of the Chair/Director and Dean and concur with these recommendations or have attached a letter with my comments. I have also attached a copy of my most recent performance review, and have provided five (5) copies of the entire application for the Graduate Council Standards Committee review.

Faculty Member Signature

Date

