



Graduate School

Graduate Faculty Appointment/Reappointment

Instructions for Completion of PDF Application:

- Please do NOT print, hand write/sign forms or use DocuSign or AdobeSign. This removes the digital completion components.
- Download and save as an Adobe PDF document. Open with Adobe Acrobat to complete forms. Do not fill out forms in browser or Mac Preview.
- Adobe Acrobat Reader is available for free at the [Adobe website](#).
- All faculty need to sign using Adobe Verified Signatures on the same form. (Follow in-app prompts to set up faculty signature.)

Faculty Member must complete and email the electronic (not scanned) Application and UNC Curriculum Vitae to the School Dean or Director. They will sign and send to the College Dean. The College Dean will forward to the Graduate School to process for the Standards Committee of the Graduate Council review. **Incomplete applications will be returned to the faculty member and will not be considered by the Standards Committee.**

| | | | |
|---|---|-----------------------------------|-------------------|
| Faculty Name _____ | | Bear Number – Last 4 Digits _____ | |
| Program _____ | School _____ | College _____ | |
| Initial Appointment | Reappointment | | |
| Current Status: | New Faculty Member | Graduate Faculty | Graduate Lecturer |
| I have read the Graduate Faculty Guidelines | Attended the Graduate Faculty Workshop DATE _____ | | |
| I have attached a current copy of my curriculum vitae | | | |

Criteria for Appointment

I. General Eligibility (please check)

1. I am a full-time:
 - a. UNC faculty member,
 - b. emeritus faculty, or
 - c. administrator

II. Education Background (I meet one of the following, please specify)

1. I possess a ‘terminal’ degree in an appropriate discipline (**please list degree and discipline**)

OR

2. Meet the criteria for tested experience as established by the program and confirmed by the college.

III. Scholarship Standards (Check all that apply)

1. Meet **ALL** of the **Primary Criteria** below:

- Continuous and cumulative record of scholarship in discipline (on average one scholarly endeavor a year)
- Some scholarship has been disseminated/performed at the national level
- Includes scholarship that has been juried/refereed by an external, professional reference group

2. In addition to the Primary Criteria above, I also meet the following **General Criteria (Check all that apply)**

Faculty member's scholarship is "valued" by peers in the discipline and includes discipline-specific scholarly activities such as:

Publication in professional juried, edited, or refereed journals (articles, book reviews editorials)

Publication in professional, non-juried periodicals (articles, book reviews, editorials, etc.)

Juried or refereed papers presented at professional meetings (includes posters, workshops, empirical studies)

Authored scholarly book or chapter in juried or peer reviewed book

Authored textbook or chapter in juried or peer reviewed book

Published curriculum materials including tests, monographs, or technical manuals

Provided professional consultation

Concerts, lecture recitals, professional readings and/or composition

Juried or invited exhibits at professional forums

Funded scholarly grants or contracts

Have edited or served on the editorial board of a refereed scholarly journal

Have white papers and position papers accepted as juried product

Please list evidence for each of the **General Criteria** that apply. Note: Use a period of **FIVE** years. (Copy and paste evidence from your curriculum vitae here)

IV. Graduate Service Standards (check all that apply)

1. Active, continuous involvement in supporting and improving graduate programs at the departmental through the university-wide levels. Leadership in graduate education has increased with length of tenure and includes:
 - Involvement with graduate curriculum development
 - Graduate Council service as member, leader, or on ad hoc committees
 - Graduate Program Coordinator
 - Special Graduate School admissions committees (non-BA, GIDP, etc.)
 - IRB or IACUC member
 - Service on research-related committees
 - Graduate student program advisement/committees
 - Research Advisor (thesis, capstone or dissertation)
 - Faculty Representative on doctoral examination & capstone dissertation committees
 - Committee Member on Thesis, Capstone, or dissertation committee
 - Other, Please specify. _____

List evidence of **Graduate Service Standard 1**. Note: Use a period of **FIVE** years. (Copy and paste evidence including work at other institutions, if applicable, from your curriculum vitae here)

2. I maintain membership and active participation in discipline-related professional associations at the local, state, regional or national levels.

List evidence **Graduate Service Standard 2**. Note: Use a period of **FIVE** years. (Copy and paste evidence from your curriculum vitae here)

V. Teaching Standards

Please list **Graduate Courses** taught at UNC or other institutions during the last **FIVE** years. In the case of **New faculty members**, use courses to be taught during the upcoming year. List course number, title and period. [Example: **SES 576 Program Management 2017-18**]

UNSIGNED documents will not be reviewed

Applicant

Applicant's Signature _____ Date _____

Sign and email this electronic document to your School Chair or Director

Chair or School Director

If faculty does not meet guidelines for requested status, please indicate why you think this applicant's scholarly activity should qualify them for the requested status.

Comments:

Recommend

Not Recommend

Chair/School Director's Signature _____ Date _____

Sign and forward this document to the College Dean

College Dean

Comments:

Recommend

Not Recommend

Dean's Signature _____ Date _____

Email this document along with CV and supplemental documentation to the Graduate School for review by the Standards Committee of the Graduate Council.