

**Cratis D. Williams Graduate School  
Appalachian State University**

**APPALACHIAN STATE UNIVERSITY  
APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY**

Philosophy of Graduate Faculty Appointments

To be eligible for membership on the Graduate Faculty at Appalachian State University, one must be an active, productive, creative scholar and/or creative performer in his/her discipline. Active scholarship/performance is critical at the graduate level. Scholarship/performance includes the discovery, integration, and/or application of knowledge/skills in one's discipline through research/performance, instruction, and professional service. Graduate Faculty must be involved in the current knowledge, methods, and techniques of their disciplines in order to teach graduate students how to be active scholars, practitioners, and/or performers in their own right. This modeling of sustained scholarship/performance forms the basis of quality graduate education.

Criteria for Graduate Faculty Appointment

Applicants for Graduate Faculty Appointment should present their qualifications in the following categories through their curriculum vitae, narrative statement of qualifications, and letters of support from their chair and dean.

1. Active and productive scholarship/performance requires a sustained record of demonstrable devotion, integration, and/or application of knowledge, methods, and techniques in one's discipline as evidenced by professional presentations, publication, creative endeavors and performances, or their professional activity. Evidence of and criticism by one's peers is important.
2. Outstanding classroom instruction requires the integration and application of current knowledge/skills in one's discipline. Applicants for Graduate Faculty appointment should describe their instructional record and indicate experience in graduate course instruction, work with graduate assistants, and supervision or committee work on theses.
3. Active and sustained professional service requires the application of current knowledge/skills in one's discipline. Professional service includes such activities as leadership roles in professional organizations, journal or manuscript referee, editorships, workshops, and board or committee assignments related to one's professional discipline.
4. The terminal degree must be held by all members of the Graduate Faculty.

Process for Appointment to the Graduate Faculty

Membership in the Graduate Faculty is for a term of five years. Associate Membership in the Graduate Faculty is for a term of three years. Appointment at the level of Associate Member carries with it the expectation that a faculty will develop credentials for membership. In order to be considered for membership in the Graduate Faculty, one must provide evidence to meet the four criteria specified above. Appointment to either Membership or Associate Membership depends upon the strength of evidence presented in the application. The applicant must establish the case for his/her membership.

In order to document the criteria, each applicant must submit:

1. a narrative description of the significance of one's record of scholarship/performance, instruction, and professional service on the attached form;
2. a full curriculum vitae which includes terminal degree, courses taught, professional presentations including whether refereed or not, publications including author(s) name, title of article, journal or book, volume, date, page numbers, and whether refereed or not, professional service, and other pertinent information;
3. any additional information which can provide evidence for outstanding scholarship/performance, teaching and professional service.

The application materials must first be submitted to one's Departmental Personnel Committee (DPC). If the application is approved by the DPC, the committee recommends either a Membership or Associate Membership on the application form and forwards all materials to the chair of the department who acts upon the DPC recommendation. If the chair approves the application, the chair must attach a letter providing his/her evaluation of the significance of the applicant's scholarship/performance, teaching and professional service in as much detail as possible and specify a recommendation for Membership or Associate Membership appointment. The application is forwarded to the dean of the academic college or school. If the dean recommends approval, the dean must attach a letter providing his/her evaluation of the significance of the applicant's scholarship/performance, teaching, and professional service in as much detail as possible, specifying a recommendation for membership or associate membership. The dean shall submit all materials and recommendations to the Dean of Graduate Studies & Research for review and appointment.

Under special circumstances, the Dean of Graduate Studies and Research may grant temporary membership on the Graduate Faculty for up to one academic year. Requests for temporary membership are made by the chair of the department who should send a letter and the vitae of the proposed temporary member to the dean of the college or school who will then forward the recommendation to the Dean of Graduate Studies & Research.