

## Application for Graduate Faculty Status at Appalachian

### Instructions for Requesting Full or Associate Membership

Applicants should attach a complete, up-to-date curriculum vitae to this form and submit it to the Department Chair along with a letter of application containing a concise description of qualifications for membership on the Graduate Faculty.

Guidelines for the letter of application: Please highlight those things that would not be obvious from reading your vitae, e.g., the significance of your scholarship, creative, and/or research activity, teaching accomplishments at the *graduate* level, and professional service related to *graduate* education. If not clear from your vitae, indicate all activities that were peer-reviewed at the regional, national or international level. If applying for Associate Membership, emphasize your activities during the previous three years; if applying for Full Membership, emphasize your activities during the last five years.

Applicant

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Decision of Departmental Personnel Committee:

\_\_\_\_\_ Associate Member

\_\_\_\_\_ Full Member

Recommendation from Departmental Chair:

\_\_\_\_\_ Associate Member

\_\_\_\_\_ Full Member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation from Dean of College/School:

\_\_\_\_\_ Associate Member

\_\_\_\_\_ Full Member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions for Requesting Affiliate Membership

These appointments are designed for faculty members who have unique qualifications for teaching a particular graduate course and who would not typically be considered for Graduate Faculty status (e.g., visiting scholars, clinical faculty, faculty from other institutions). To expedite the process, the Department Chair should submit to the Dean of the Graduate School:

- a. a complete, up-to-date curriculum vitae for the faculty member;
- b. a memo countersigned by the Dean of the College/School requesting Affiliate Membership in which the responsibilities of this individual as related to the *graduate* program is outlined;
- c. (if applicable) evidence that the individual for whom the request is being made is a member of the Graduate Faculty at her/his home institution.