



TYPES OF GRADUATE FACULTY MEMBERSHIP

Note: Anyone who teaches a graduate level course must be appointed as either permanent or temporary graduate faculty by the Director of Graduate Studies. However, faculty do not need to apply for graduate faculty status to serve on thesis committees, or as a supervisor for graduate practica/internships. These types of appointments are determined by each Graduate Program Coordinator.

Permanent Graduate Faculty Status

A permanent graduate faculty member is one who has demonstrated scholarly competence, professional achievement and experience with graduate education.

Permanent graduate faculty members enjoy the following privileges:

1. Teaching graduate courses.
2. Directing theses as well as serving on graduate committees.
3. Serving on college and university committees pertaining to graduate studies.
4. Standing for election to the graduate council.
5. Voting for members of the graduate faculty to serve on the graduate council.
6. Developing of new graduate courses and programs.

For appointment to permanent graduate faculty status, a faculty member must:

1. Possess an earned doctoral or terminal degree.
2. Hold appointment as a regular full-time faculty member at the rank of Assistant Professor or above. Exceptions may be made for persons who have attained graduate faculty status prior to appointment to BHSU faculty.
3. Submit *curriculum vita* with evidence of achievement in research and scholarly publications and/or creative accomplishments, professional career accomplishments, and leadership in professional organizations.
4. Be recommended by the Graduate Program Coordinator and approved by the appropriate dean.

Temporary Graduate Faculty Status

A temporary graduate faculty member is one who serves for a limited period of time, no more than 2 years, to teach graduate courses. Temporary faculty status can be renewed in writing by the Graduate Program Coordinator to the Director of Graduate Studies.

A temporary graduate faculty member has the following privileges:

1. Teaching graduate courses.
2. Carrying out other duties specified by the Graduate Program Coordinator.

Note: A temporary graduate faculty member does not have voting privileges and cannot serve on the graduate council.

For appointment to temporary graduate faculty status, a faculty member must:

1. Possess an earned doctoral degree or terminal degree, or present documented evidence of outstanding professional competence.
2. Be recommended by the Graduate Program Coordinator and approved by the appropriate dean.



**RECOMMENDATION OF THE PROGRAM COORDINATOR
FOR PERMANENT GRADUATE FACULTY STATUS**

The graduate council invites your recommendation of the below named faculty member. Please evaluate the scholar's publications and/or creative accomplishments, the merits of the applicant's ongoing research activity, the probability his/her research will lead to publication or production that will meet the standards of the discipline, and the applicant's potential for making contributions to the graduate program.

Name of the Applicant:

I request that the person named above be appointed full graduate faculty member to teach the following courses:

Justification for request:

Approved:

Date: _____ Graduate Program Coordinator

Date: _____ Dean

Date: _____ Director of Graduate Studies

Date: _____ Vice President for Academic Affairs



**RECOMMENDATION FOR APPOINTMENT TO THE
GRADUATE FACULTY AS TEMPORARY
GRADUATE FACULTY MEMBER**

Temporary graduate faculty members are approved by the Director of Graduate Studies upon the recommendation of the Graduate Program Coordinator and approval by the appropriate dean to serve for no more than a two year time period. Temporary graduate faculty status can be renewed for an additional two years in writing from the Graduate Program Coordinator to the Director of Graduate Studies.

Name of the Applicant:

I request that the person named above be appointed temporary graduate faculty status for the period of _____ to _____ (two year period) to teach the following courses:

Justification for request:

Approved:

Date: Graduate Program Coordinator

Date: Dean

Date: Director of Graduate Studies



GRADUATE FACULTY MEMBER APPLICATION

Permanent Status
 Temporary Status (2 years or fewer)

Name:	
College:	Department:
Title and Present Position:	
Number of Years at Institutions of Higher Learning:	

If appointed to the graduate faculty at a former institution(s), complete the following:

Institution	Dates of Appointment

Degree	Institution	Year	Major Field

Title of Master's Thesis:
Title of Doctoral Dissertation:

Signature

Date

ATTACH CURRENT *CURRICULUM VITA*