

**GRADUATE STUDIES, RESEARCH AND FACULTY
CENTRAL WASHINGTON UNIVERSITY
Graduate Faculty Recommendation**

Please attach a current curriculum vita that includes relevant information about your educational background, professional experience, publications and presentations, and other scholarly and professional activities, **especially** as they relate to training graduate students.

The academic department chair and college dean have reviewed this faculty member's credentials and in accordance with the policies governing graduate faculty status hereby recommend for appointment as a member of the graduate faculty. (Check appropriate category.)

Recommended status: Regular Associate Special Retired
Current status: Regular Associate Special Retired None

Name _____ Rank _____

Highest degree _____ Institution _____ Date conferred _____

For both Regular and Associate membership, check one of the following:

- The attached CV shows evidence of ongoing scholarship, in accordance with departmental, college and university expectations and evaluations for graduate faculty (e.g. publications, presentations, creative activities, performances, exhibits).
- (Other consideration) The attached CV shows evidence of at least one of the following: an administrative appointment, previous work with graduate students at other institutions, 5 years of graduate level teaching, or evidence of staying active in field in the last 5 years. **Nominator must include a letter of support providing evidence for other consideration.**

Additional requirements for Regular membership:

- The attached CV shows evidence of work with graduate students, including membership on thesis, project or examination committees within the last 5 years. (Please include student names and dates.)

For Special or Retired membership:

- The attached letter details the circumstances for the request, names of other committee members, and the name of the student(s) for which the special appointment is requested.

Nominated by:

Department Chairperson

Date

Seconded by:

College Dean

Date

Approved by Graduate Council:

Chairperson

Date

Dean of Graduate Studies

Date

The Graduate Faculty at Central Washington University is a vital component of the institution's intellectual fabric. Graduate Faculty serve as role models for graduate students, set the standards for quality graduate programming, and drive the research and creative achievements of the institution.

Membership on the Graduate Faculty is a privilege granted to faculty members whose qualifications, on-going professional activity, and service to scholarly and creative affairs qualify them to serve as mentors and to educate graduate students.

Membership on the Graduate Faculty carries with it the responsibility to assist the institution in promoting high academic standards in graduate programming. Members of the Graduate Faculty are expected to participate on thesis committees, teach graduate level courses, serve as Graduate Council representatives at master's oral examinations, and engage in other service enterprises that require Graduate Faculty expertise. It is not necessary to be a member of a department offering a graduate degree program to serve on the Graduate Faculty.

Membership on the Graduate Faculty shall consist of the President of the University, the Provost, the Dean of Graduate Studies, Research and, the Director of University Research, deans of colleges with graduate programs, and selected members of the university faculty, including retired faculty, whose abilities to direct research, teach graduate level courses, advise graduate students, and contribute overall to improving and enhancing graduate studies, qualifies them for this status. There are four categories of membership in the Graduate Faculty: Regular, Associate, Special and Retired.

Regular Members

Regular membership shall be available to those faculty members whose experience and credentials qualify them to direct theses, research projects, and independent studies and teach graduate level courses.

Regular membership is based upon evidence that a nominee's preparation, experience, and scholarly or creative activity qualifies her or him to perform the duties associated with this status. A Regular Member of the Graduate Faculty holds an earned terminal degree appropriate to her or his field. Furthermore, Regular Members are expected to have a continuing record of scholarly or creative accomplishment conducted and completed as the primary investigator, writer, or artist. Such accomplishments must be demonstrated by presentations in forums and/or in publication in outlets recognized throughout the discipline, and by regional or national recognition of creative endeavors. To qualify, one must also give evidence through research and other endeavors of being capable of chairing master's degree thesis and project committees and examinations, teaching graduate level courses, and advising graduate students.

Graduate Faculty holding regular membership must apply for renewal of status every five years.

Associate Members

Associate membership on the Graduate Faculty is a status reserved for those faculty members whose scholarly or creative accomplishments and teaching experience demonstrate a high degree of promise that they will make an important contribution to graduate education at CWU. Associate members are expected to hold an earned terminal degree in the discipline or related field. Associate members have the privileges and responsibilities associated with Regular Graduate Faculty status, but may not normally chair a thesis or project committee. In some cases, it may be appropriate for an Associate Member of the Graduate Faculty

to co-chair a thesis or project committee. A faculty member who has joined the academic ranks for the first time, and who otherwise meets the minimum qualifications for membership in the Graduate Faculty, should expect to be an Associate member for at least one year, until he or she acquires the needed experience to chair thesis or project committees. Associate members are required to apply for Regular membership as soon as the minimum requirements for that status are met, but are expected to become Regular members within three years of appointment to the Graduate Faculty. Associate membership may also be considered for faculty without a terminal degree but who otherwise fulfill the criteria for Regular membership.

Other Consideration for Regular and Associate Members

In lieu of the scholarly and prior experience requirements for membership listed above, Graduate Council will consider administrative appointments, previous work with graduate students at other institutions, graduate level teaching, evidence of currency in the field, and programmatic need.

Special Appointments

From time to time, department chairs, with the concurrence of their college deans, may deem it appropriate to seek appointment to a thesis or project committee of an individual who does not have a regular academic appointment at CWU. Such a person may be nominated for a Special appointment when it is clear that her/his professional knowledge and experience would clearly benefit the graduate student, regardless of the nominee's formal education background. Special members may not serve as thesis or graduate student project committee chairs. A Special appointment normally concludes with the successful defense of the student's thesis. Any committee must be comprised of at least two CWU faculty members.

Retired Graduate Faculty

Faculty who retire, but who wish to participate on graduate student committees, may do so. Once retired, interested faculty seek continuing Graduate Faculty status in consultation with the department chair. Retired faculty may serve on thesis and project committees but will not serve as chairs of these committees.

Procedure

Nominations for appointment to any status (Regular, Associate, Special, or Retired) must originate with the departmental chair. Each requested appointment must be endorsed by the College Dean. A complete application for Graduate Faculty membership shall include:

- ❖ A completed application form endorsed by the chair and the college dean (see reverse).
- ❖ A current curriculum vita that reflects the extent of prior experience as a teacher and/or mentor of graduate students. In particular, thesis and project committee service, creative accomplishments, and publications should be highlighted.
- ❖ If necessary, a letter from the chair or dean describing special considerations may accompany the application and curriculum vita.

The Graduate Council reviews the nominations on an on-going basis and appointments are made throughout the academic year. The Dean of the Graduate School will inform each

nominee reviewed in a timely fashion concerning the Graduate Council's decision.