

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

The academic department chair, program director (if applicable) and college dean have reviewed and verified this faculty member's credentials on page 1 and 2 of this form and in their attached CV.

1. The faculty member has earned a terminal degree recognized nationally by the discipline.
2. The Category A scholarly or creative accomplishments listed on page 2 satisfy the Category A standards for the department.

In accordance with the policies governing graduate faculty status, the department chair, program director (if applicable) and dean hereby recommend for appointment as a member of the graduate faculty. (Check appropriate category.)

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

Name _____ Rank _____
Department _____

Current CV attached

Regular, Associate and Affiliate membership:
 Complete the applicable sections on page 2.

Special membership:
 The attached letter from the Department Chair details the circumstances for the request, special qualifications of the nominee, names of other committee members, and the name of the student(s) for which the special appointment is requested.

Other Consideration for Regular and Associate membership (reserved for exceptional circumstances as described on page 3):
 The attached CV shows evidence of at least one of the following: administrative appointments, previous work with graduate students at other institutions, graduate level teaching, evidence of currency in the field, and programmatic need. **Nominator must include a letter of support providing evidence for other consideration.**

Nominated by:

Department Chairperson _____
Date

Program Director *(if applicable) _____
Date

Seconded by:

College Dean _____
Date

Approved by Graduate Council:

Dean of Graduate Studies _____
Date

*in the case of interdisciplinary programs, this should be signed by the relevant Program Director/Co-Director AND relevant Dept Chair. In cases where they cannot agree to sign for approval, the approval will be made or denied by the relevant interdisciplinary program advisory committee.

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The faculty member seeking associate and affiliate graduate faculty must complete section 1.

The faculty member seeking regular graduate faculty status must complete sections 1, 2, and 3.

1. Associate and Regular Graduate Faculty must possess a terminal degree recognized nationally by the discipline.

Type of terminal degree _____ **Institution** _____ **Date conferred** _____

2. Regular Graduate Faculty must demonstrate a continuing record of scholarly or creative accomplishment by listing a selection of the faculty member's recent, significant Category A contributions. **Please use full citations.**

3. Regular Graduate Faculty A new Regular Graduate Faculty member without prior experience in chairing a thesis committee shall have at least one additional Regular member serving on a thesis committee. To qualify for Regular Graduate Faculty, a non-Tenure Track (NTT) faculty member must also give evidence of having served on a graduate committee to completion. List the most recently completed thesis, project, or examination graduate committees the faculty has served on.

Year Completed	Student's Name

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.

Graduate faculty are members of the university faculty, including retired faculty, who are selected based on their qualifications to teach graduate level courses, advise graduate students, and to improve and enhance graduate studies. There are four categories of membership in the Graduate Faculty: Regular, Associate, Affiliate, and Special.

Regular Members

Regular membership shall be available to faculty 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 of 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 shall hold an earned terminal degree appropriate to their field. Furthermore, Regular Members are expected to have a continuing record of scholarly or creative accomplishment according to each college's/department's standards.

A new regular member without prior experience in chairing a thesis committee shall have at least one additional regular member serving on a thesis committee. To qualify, a non-Tenure Track (NTT) faculty member must also give evidence of having served on a graduate committee to completion.

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. If a NTT faculty member who has joined the academic ranks for the first time, and who meets the minimum qualifications is approved for membership in the Graduate Faculty, they should expect to be an Associate member for at least one year, until they acquire the needed experience to chair thesis or project committees. Associate members can apply for Regular membership when the minimum requirements for that status are met. 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. When the committee approves such exceptional cases, the Dean of Graduate Studies must separately review and approve the Council's finding in order to effect the appointment.

Affiliate Members

Graduate faculty not meeting the minimum requirements for Regular membership within five years of appointment as Associate Graduate Faculty may apply for Affiliate membership. Affiliate members have the privileges and responsibilities associated with Regular and Associate Graduate Faculty status, but may not chair or co-chair a thesis or project committee.

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, either Regular or Affiliate based on their qualifications, in consultation with the department chair.

Procedure for applying for Graduate Faculty Membership

Nominations for appointment to any status (Regular, Associate, Affiliate or Special) 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 faculty's 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 School of Graduate Studies and Research will inform each nominee reviewed in a timely fashion concerning the Graduate Council's decision.