

**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.

1. The faculty member has earned a terminal degree recognized nationally by the discipline.
2. The Category A scholarly or creative accomplishments listed in section B 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 Retired
Current status: Regular Associate Affiliate Special Retired None

Name _____ Rank _____
Department _____

Current CV attached

For Regular, Associate and Affiliate membership:

- Complete the applicable sections on page 2.

For 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, five years of graduate level teaching, or evidence of staying active in field in the last five years. **Nominator must include a letter of support providing evidence for other consideration.**

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

Program Director *(if applicable) Date

Seconded by:

College Dean Date

Approved by Graduate Council:

Chairperson Date

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, 3, and 4.

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 the faculty member's most significant Category A contributions for the past five years. **Please use full citations.**

Year	Scholarly Reference, Description of Creative Accomplishment

3. Regular Graduate Faculty demonstrate an ability to lead scholarly or creative endeavors by describing how the faculty member served as a principal investigator, writer, or artist for the most significant Category A contribution described in Part 2 above. "Principal" as used here does not require being sole or lead author or artist. For multiple-authored works, the faculty member should briefly explain how their contribution is considered essential to the research design, execution, and dissemination.

4. Regular Graduate Faculty demonstrate a working knowledge of CWU graduate school processes and policies and experience working with graduate students by listing the most recently completed thesis, project, or examination graduate committees the faculty served on during the past five years.

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 commitment to improving and enhancing graduate studies. There are five categories of membership in the Graduate Faculty: Regular, Associate, Affiliate, Special and Retired.

Regular Members

Regular membership shall be available to tenure/tenure track and senior lecturer 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 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 her or his field. Furthermore, Regular Members are expected to have a continuing record of scholarly or creative accomplishment conducted and completed as a principal* investigator, writer, or artist typically fulfilled by substantive contributions to at least one category A accomplishment in the last five years. Such accomplishments must be demonstrated by peer reviewed publications, exhibitions or performances in venues recognized throughout the discipline, and by regional or national recognition of creative endeavors. Exceptions may be granted when the department makes a compelling case. 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 having served on a thesis/project/exam committee to completion.

Graduate Faculty holding regular membership must apply for renewal of status every five years. At that time, graduate faculty not meeting the minimum requirements for Regular membership may apply for Affiliate Graduate Faculty status.

***Principal* as used here does not require being sole or lead author or artist. For multiple-authored works, the faculty member should briefly explain how their contribution is considered essential to the research design, execution, and dissemination.*

Associate Members

Associate membership on the Graduate Faculty is a status reserved for tenure/tenured track and senior lecturer 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 encouraged to apply for Regular membership as soon as the minimum requirements for that status are met. Graduate faculty not meeting the minimum requirements for Regular membership within five years of appointment as Associate Graduate faculty may only apply for Affiliate membership. 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.

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 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, Affiliate, 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.