

**GEORGIA SOUTHERN UNIVERSITY  
COLLEGE OF GRADUATE STUDIES**

**Application deadlines are October 15<sup>th</sup> and February 15<sup>th</sup>**

**GUIDELINES FOR GRADUATE FACULTY APPOINTMENT**

**I. CRITERIA FOR INITIAL APPOINTMENT**

Criteria for initial appointment to the Graduate Faculty include the following:

- A. Possession of the terminal degree (as defined by the discipline) from an appropriately accredited institution.
- B. Faculty or administrative appointment at the rank of Assistant Professor or above to be eligible for Associate or Full Graduate Faculty status.
- C. An identified programmatic connection with graduate course work and a commitment to participate in the graduate program, including advising responsibilities and directing student research
- D. Competency in teaching.
- E. Professional productivity as demonstrated by publications; research; other scholarly and creative activities; and department, college, or university service.

**II. TYPES OF MEMBERSHIP**

**A. FULL OR ASSOCIATE**

A faculty member meeting the criteria for initial appointment may receive an appointment as either a full or associate member of the Graduate Faculty. The Graduate Committee will recommend, based on an evaluation of the applicant's credential as documented on the application form, the classification of the initial appointment.

**1. FULL**

A faculty member who has demonstrated proficiency in graduate teaching, established a record of research and publication or creative activity, directed graduate student research, and served on graduate committees is eligible for full membership. Because graduate student research requirements are discipline specific, faculty expectations in this area will vary from discipline to discipline. Experience and competence in the areas indicated above may have been established at GSU or at other universities and must be demonstrated over an extended period of time (minimum of three years). A faculty member with full graduate faculty status may teach graduate courses, direct theses and dissertations, and chair and serve as a member of graduate student committees.

**2. ASSOCIATE**

A faculty member who has demonstrated competency or promise in graduate teaching, scholarly research and publication or creative activity, directed graduate student research, and served on graduate committees but who lacks extensive contributions or an extended record of competence in these areas is eligible for associate member status. A faculty member with associate graduate faculty status may teach graduate courses, serve on theses and dissertation committees, and serve as a member of graduate student committees. A faculty member with associate graduate faculty status may apply for full graduate faculty appointment at any time providing the application is submitted by the application deadline.

**3. TEMPORARY**

A faculty member with rank of lecturer, part-time status, or a member of the community who has special competencies for conduct of the departmental graduate program (such as teaching a graduate course on a one-time basis) may be recommended for temporary membership to the Graduate Faculty. A individual holding temporary graduate faculty status

may teach graduate courses and serve on theses, dissertation and graduate student committees. Temporary graduate faculty status is appointed for a term not to exceed one year or as determined by the dean of the College of Graduate Studies.

### **III. APPOINTMENT PROCEDURES**

#### **A. FULL OR ASSOCIATE**

1. The faculty member must complete an application for appointment and forward this document along with a current curriculum vitae to the applicants school/department director/chair. The school/departmental director/chair will write a letter of support or non-support of the application. The letter must address the criteria for appointment. The school/department director/chair will forward the application documents along with his/her letter of recommendation to the college dean. The college dean will then forward his/her letter of recommendation along with the applicant's application documents and school/department director/chair recommendation to the dean of the College of Graduate Studies.
2. Applications for Graduate Faculty membership must be submitted to the dean of the College of Graduate Studies by the application deadlines approved by the Graduate Committee to be considered for review. Applications will be reviewed by the Graduate Faculty Subcommittee of the Graduate Committee. Upon approval of the recommendation by the Graduate Committee, the nomination is forwarded to the dean of the College of Graduate Studies who makes the Graduate Faculty appointment.
3. The dean of the College of Graduate Studies will inform the applicant and his/her director/chair and dean of the respective college of the application decision and effective appointment date.
4. Upon retirement, a graduate faculty member's appointment remains active at the rank at the time of retirement, for no more than five (5) years after retirement. A graduate faculty member honored with emeritus status is granted Associate Graduate Faculty status with no expiration date.

#### **B. TEMPORARY**

An applicant for temporary appointment must submit a completed application for temporary membership and a curriculum vita to the school/department director/chair. The curriculum vita and the school/department director's/chair's written recommendation are then forwarded to the dean of the College of Graduate Studies who approves or denies the request.

### **IV. EXCEPTIONS**

Requests for exceptions to the policies and procedures stated herein must be submitted to the dean of the College of Graduate Studies for approval.

**APPLICATION FOR APPOINTMENT TO ASSOCIATE OR FULL GRADUATE FACULTY STATUS  
GEORGIA SOUTHERN UNIVERSITY**

**APPLYING FOR:**

- Check One:             Full Graduate Faculty Status  
                               Associate Graduate Faculty Status

**INSTRUCTIONS:**

1. Review the Guidelines for Graduate Faculty Appointment.
2. Complete the general information below.
3. Attach a current curriculum vita and include:
  - a. Titles and dates of all graduate courses taught
  - b. Graduate Committees served on or chaired
  - c. Other contributions to the graduate program
  - d. Research, publications, creative activity, or other scholarly work (if not on a vita)
4. Provide evidence of Teaching, Scholarship and Service as indicated on pages 3 and 4

**I. GENERAL INFORMATION:**

Name (print) \_\_\_\_\_ SS#: \_\_\_\_\_

School/Department: \_\_\_\_\_ College: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Appointment to GSU Faculty (Year/Rank): \_\_\_\_\_

Highest degree earned: \_\_\_\_\_

College/University: \_\_\_\_\_

Year Earned: \_\_\_\_\_

**II. RECOMMENDATIONS**

A. Recommendation of School/Department Director/Chair

Recommend for Graduate Faculty

Do Not Recommend

\_\_\_\_\_  
Director's/Chair's Signature

\_\_\_\_\_  
Date

B. **Instructions for the School/Department Director's/Chair's Letter - Please use School/Departmental Stationary for your letter.**

**The School/Department Director's/Chair's recommendation letter is highly regarded by the Graduate Committee and must specifically address the following:**

1. Teaching (Category I) performance in graduate courses (including, but not limited to, a summary of recent results from student evaluations for those courses). In the case of applicants for Associate Graduate status who have no teaching experience in the graduate area, the director/chair should assess teaching potential in the graduate area.
2. An item-by-item assessment of the scope and quality of the activities listed under Area A of Category II: Scholarship. This assessment should include comment on the scholarly nature of books, whether individual journals are refereed, as well as specific comment about juried or peer reviewed creative works and performances. The director/chair should note if any particular contribution, such as a major scholarly book, should be given special weight.
3. A general assessment of the scope and quality of the activities listed under Category II (Scholarships) Area B and under Category III (Service).
4. Statements about the following:
  - a. The degree held by the applicant (If it is not an earned doctorate, discuss the appropriateness of the degree).
  - b. Whether the applicant is keeping abreast of recent scholarship in his or her field.
  - c. The applicant's activity in relevant professional organizations.
5. A statement regarding the rationale for appointment to the GSU graduate faculty (Why is it important for this faculty member to be awarded graduate faculty status? What part will they play in particular graduate programs?)

C. Recommendation of the dean of the College

[ ] Recommend for Graduate Faculty

[ ] Do Not Recommend

(Comments on applicant's expected role in graduate education)

---



---



---



---

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

*Using a separate sheet for each category, list any activities from the following categories.*

**CATEGORY I: TEACHING**

**Provide evidence of success (or potential for success) in developing and teaching graduate courses.**

**For Associate Status: Demonstrate potential to teach and develop graduate courses.**

**For Full Status:** Experience successfully teaching and/or developing graduate courses.

**Evidence may include:**

- List graduate courses taught with dates and include a copy of the most recent syllabus from each of the graduate courses you have taught along with teaching evaluations (student, peer, or School/Department Director/Chair evaluations).
- List and provide descriptions of graduate courses developed.
- If the applicant has not taught graduate courses, the School/Department Director/Chair must document the potential to successfully teach graduate courses.

**CATEGORY II: SCHOLARSHIP**

**For Associate Status:** One accomplishment from subcategory A and one from subcategory B below.

**For Full Status:** Present only Five accomplishments from subcategory A and only five from subcategory B. The committee will review only five (5) from each category.

**Evidence:**

- List accomplishments for both subcategories A and B in standard bibliographic format.
- For subcategory A only: A copy of each publication listed (one for Associate and five for Full) should be provided; for materials published in a language other than English, an English translation must be submitted for articles, conference papers, and works of similar length. *For longer works such as books and monographs, refer to Faculty Handbook section 210.06.B.3.* For creative and technical endeavors, documentary materials such as published programs, reviews, peer reviews, or other appropriate supportive information must be provided. If the publication has been officially accepted, you must provide an official letter of acceptance from the Editor or Publisher.
- For subcategory B only: Copies of abstracts for presentations and grants should be included.

**A. Written Presentation of Scholarly Research or its Equivalent in Technical or Creative Endeavors.**

- Published books
- Invited chapters in books
- Published articles in refereed discipline related journals
- Published monographs
- Development and/or publication of technical materials (These may include CD's, patented materials or inventions or other technical materials of high quality).
- Creative endeavors in the fine or performing arts. As a guideline, the following creative activities would be considered the same approximate weight and significance as a published article in a refereed journal:
  - a) a full-length public solo or chamber recital or concert;
  - b) publication, performance, or recording of an original composition;
  - c) public exhibition of a substantial work of art;
  - d) public performance in a play as a major actor, director, or set/lighting designer.

**B. Oral Presentations and Grant Writing.**

- Papers, workshops, lectures, master classes, demonstrations, or clinics presented at state, regional, national, or international meetings.
- Successful grants from state, federal, or other external funding agencies (list title, funding agency, and give a brief description of the project).

**CATEGORY III: SERVICE**

**For Associate Status:** Demonstrate potential to do service in the areas described below.

**For Full Status:** Experience successful service in the areas described below.

**Evidence:**

- List activities related to professional service.

- List work related to graduate committees for theses, dissertations, projects, etc. In addition, provide a short prose summary of your responsibilities within the graduate program of your school/department.
  - Describe your research or creative program and how graduate students might be expected to participate in it.
- A. Professional Service**
1. Editorships/reviewers for refereed journals
  2. Reviews of published books or manuscripts
  3. Consultation work in the candidate's field, including activities such as juror or judge for artistic, musical, or literary competitions, etc.
  4. Community service related to the candidate's professional field
  5. Chair of local, regional or national organization(s) that promotes and supports graduate education
- B. Graduate Education Service**
1. Direction of theses or dissertations
  2. Service on theses or dissertation committees
  3. Direction or supervision of internships, Practicum experiences, or projects
  4. Membership on terminal examination or reading committees
  5. Membership on faculty committees pertaining to graduate programs
  6. Development of new graduate courses or programs
  7. Administration of graduate programs
  8. Advisement of graduate students
  9. Establishment of an ongoing research or creative program.
  10. Membership in regional or national organization(s) that promotes or supports graduate education

**APPLICATION FOR TEMPORARY GRADUATE FACULTY STATUS  
AT GEORGIA SOUTHERN UNIVERSITY**

---

---

**Application deadlines are October 15<sup>th</sup> and February 15<sup>th</sup>**

(Submit 1 copy to Dean of the College of Graduate Studies)

Temporary Graduate Faculty status is granted by the Dean for Graduate Studies upon the recommendation of the school/department director/chair and dean of the College to serve for a limited period of time (one year or less). Full-time, part-time or adjunct faculty members who hold the rank of Instructor or above are eligible for appointment.

Name (print): \_\_\_\_\_ SS#: \_\_\_\_\_

School/Department: \_\_\_\_\_ College: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Appointment to GSU Faculty (Year): \_\_\_\_\_

Current Position if not GSU Faculty: \_\_\_\_\_

Highest degree earned: \_\_\_\_\_

College/University: \_\_\_\_\_

Year Earned: \_\_\_\_\_

---

---

**School/Department Director's/Chair's Recommendation:**

I request that the person named above be appointed as a temporary graduate faculty member for the period \_\_\_\_\_ to \_\_\_\_\_ (must be one year or less) to teach the following courses:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Justification for request (**ONLY** if applicant does not hold a terminal degree, summarize relevant outstanding professional experience): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
School/Department Director's/Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost's Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Dean, College of Graduate Studies

\_\_\_\_\_  
Date

Grad Comm Approved 11/15/01