

Graduate Faculty Status Application Form
Note: CV must accompany application

Name: _____ **Date of Request:** _____
Mailing Address: _____ **Date of Hire:** _____
Address: _____ **Email address:** _____

TAMUCC Employee Academic Rank: _____

Non-TAMUCC Employee Current Affiliation and Position Title: _____

Highest Degree: _____

College/School: _____

Department: _____

Appointment Requested (*Complete ONE of the following boxes*):

Tenure/Tenure Track	
<input type="checkbox"/> New Faculty (3 years unless specified below)	<input type="checkbox"/> Reappointment (6 years unless specified below)

Non-Tenure Track Faculty/Staff (*Complete BOTH type of appointment and privileges requested*).
Requires memo providing rationale for appointment. (1 year unless specified below; requires justification).

Type of Appointment	Privileges Requested (<i>Check all that apply.</i>)
<input type="checkbox"/> Associate Member of Graduate Faculty	<input type="checkbox"/> Teaching of graduate courses
<input type="checkbox"/> Adjunct Member of Graduate Faculty	<input type="checkbox"/> Serving on graduate research committees
<input type="checkbox"/> Special Appointment to Graduate Faculty	<input type="checkbox"/> Co-chairing graduate research committees*
<input type="checkbox"/> Teaching Appointment to Graduate Faculty	*Associate Members Only

Requested Length of Appointment if different from above: 1yr 2yrs 3yrs 4yrs 5yrs 6yrs
PLEASE NOTE: Certification of credentials by the Division of Academic Affairs is required for all appointments that include teaching of graduate courses. By signing below, signatories are certifying that the applicant meet all requirements for the requested appointment as outlined in University Rule 12.99.99CO.03.

_____	_____	_____
Applicant (Signature)	Applicant (Print)	Date
_____	_____	_____
Dept. Chair/Program Coordinator (Signature)	Dept. Chair/Program Coordinator (Print)	Date
_____	_____	_____
College Dean (Signature)	College Dean (Print)	Date

For Graduate Office Use Only:

_____	_____	_____
Dean of Graduate Studies (Signature)	Dean of Graduate Studies (Print)	Date

Graduate Faculty Approval Process

Overview

The process has been designed and is intended to evaluate tenure and non-tenured faculty members to determine if they meet the criteria to be graduate faculty. The specific criteria are determined by each of the five discipline colleges and the process is detailed in TAMUCC University Procedure 12.99.99.CO.03. The purpose of the process at the College of Graduate Studies level is to ensure that all faculty being granted graduate faculty status have been reviewed using the appropriate standards and that the process is fully documented.

The individual colleges are responsible for completing and submitting this form.

The Graduate Faculty Status Application Form is the form submitted for each faculty member for whom graduate status is being requested. Below is a brief explanation of each field.

Name and other individual information must be complete.

Appointment Requested: *One* of the two boxes in this section must be completed. The first box is for tenure/tenure track faculty only. The second is for non-tenure track faculty. For tenured/tenure-track appointments, indicate whether the appointment is for new faculty or a renewal. For non-tenure-track appointments, both the type of appointment (one) and Privileges Requested must be indicated. **An explanatory memorandum describing the proposed assignments and rationale must be attached.** Please note that only Associate Graduate Faculty can co-chair dissertation or thesis committees. All request for non-T/TT appointments for longer than one (1) year require a strong justification.

Length of request: Check the box for the number of years being requested. **For new tenured/tenure-track faculty**, the appointment is for three (3) years unless special circumstances warrant a shorter appointment. If Reappointment is checked, the appointment is for six (6) years unless special circumstances warrant a shorter appointment. *Any requests for nonstandard (e.g., committee services only, teaching only) or shortened appointments must include an explanatory memorandum.*

For Non-Tenure Track Faculty, please specify the number of years requested. *For appointment longer than one (1) year, please ensure justification for extended appointment is clearly stated in explanatory memorandum (see above).*

Note: Special Appointment graduate faculty do not count as one of the minimum required number of faculty members on a committee.

Procedure: Once material (form, CV, and justification if needed) is gathered, a package is created and circulated for signature, usually by a designated administrative associate, within the appropriate department/program and academic college. When college signing is complete, the package is then submitted to gradcollege@tamucc.edu or directly to Marvarene.Oliver@tamucc.edu.

Deadlines: All requests for consideration of graduate faculty must be submitted to the College of Graduate Studies by **March 01** for the following academic year.

A Curriculum Vitae must be attached to all graduate faculty status application forms.