

NOMINATION FOR GRADUATE FACULTY ASSOCIATE

For professional faculty, with a graduate degree and specialized training, experience or certification required for specific teaching or supervisory committee service

(See requirements on reverse side of this form)

Kansas State University

_____ Submission date
Please send the original form to the Graduate Dean and retain a copy in the department.

- Name _____
Department _____
Rank _____ Employee ID _____
- Is the candidate's highest degree a terminal degree for candidate's field of specialization? Yes No
- Please record vote information below. Only the graduate faculty of a department/program may vote on graduate faculty associate membership.
Membership: _____ Voting date _____ Eligible _____ Yes _____ No _____ Not voting _____ Abstain
Department head signature: _____
- Role of faculty: teaching graduate courses supervisory committee membership
- Nomination packet:** In addition to this form, the department head must submit a letter that states the intended roles of the nominee as a member of the graduate faculty (e.g., teaching graduate level courses, serving on supervisory committees of master's or doctoral students). The letter should also describe the nominee's research or creative activities. Please attach a complete résumé, including a complete chronological list of publications with complete citations including page numbers. Peer-reviewed publications should be clearly designated. Attach reprints if available. The material that a department head submits on behalf of the nominee will be provided to the Academic Affairs Committee and ultimately returned to the department.

A one-page résumé describing the nominee's educational background and professional history and including a list of selected examples of creative activity, books, or refereed research articles must also be provided. For fields in which research is expected, please list articles in refereed publications. This résumé will be provided to the Graduate Council.

Please provide an electronic copy of this one-page résumé as an email attachment to: gradinfo@ksu.edu.

CHECKLIST FOR DEPARTMENT

THIS FORM COMPLETE RÉSUMÉ LETTER OF NOMINATION ONE-PAGE RÉSUMÉ – also sent electronically

GRADUATE COUNCIL SUBCOMMITTEE ACTION	GRADUATE COUNCIL ACTION
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Signature:	Signature:
Date:	Date:

FOR GS USE ONLY:
 Comm agenda
 GC agenda
 Catalog
 Database
 Letter

**From the *Graduate Handbook*, Chapter 5 –
The Graduate Faculty - Section D – Special
Graduate Faculty Memberships:**

D.5. Graduate Faculty Associate

The purpose of the Graduate Faculty Associate membership category is to permit limited Graduate Faculty membership to exceptional individuals for teaching and/or supervisory committee membership. A Graduate Faculty Associate possesses specialized training, experience, or certification required for specific teaching or committee service. Appointment to Graduate Faculty Associate is for a term of three (3) years. At the end of the term, the faculty member may be re-nominated. There is no limit to the number of terms to which a faculty member may be appointed.

Nomination to Graduate Faculty Associate must be initiated by the appropriate department, division, program, or equivalent unit, which must provide documentation for a combination of substantial professional expertise, publications or other scholarly contributions to the discipline, advanced training, degrees, certification, or recognized status in the relevant field. It is incumbent upon the administrative unit to describe the teaching and/or supervisory activities of the candidate and provide a rationale regarding the qualifications of the candidate to make significant and necessary contributions to the program. If the candidate is nominated for the purpose of teaching, the nominating unit is expected to provide a list of courses that the candidate will teach, *along with detailed justification as to the qualifications the candidate has for teaching those courses.* If the

candidate is nominated for committee service, *detailed justification as to the qualifications the candidate has for serving on the committee(s) must be included.* In the event the activities of the individual change within the unit, a new nomination process must be initiated.

Nomination guidelines should follow the general procedure described in Chapter 5.A.3 of the Graduate Handbook, and limitations as delineated in Chapter 5.D.6 apply.

D.6 Supervisory Committee Restrictions

A graduate supervisory committee may include one or more persons who is not a regular member of the Graduate Faculty so long as a Master's Supervisory Committee includes at least two, and a Doctoral Supervisory Committee includes at least three regular members of the Graduate Faculty and one of the regular graduate faculty members must act as the sole or co-major professor for the committee. In the case of doctoral committees, the major or co-major professor must be certified to direct dissertations.