

### NOMINATION FOR GRADUATE FACULTY

Form 2: For non-tenure faculty, without terminal degree or tenure track faculty requesting membership and/or certification

Membership only  
 Membership and Certification  
 Certification only

(See membership/certification requirements on reverse side of this form)

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

1. Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Rank \_\_\_\_\_ Employee ID \_\_\_\_\_

2. Is the candidate's highest degree a terminal degree for candidate's field of specialization?  Yes  No

3. Please record vote information below. Only the graduate faculty of a department/program may vote on membership/certification matters. **Note:** Certification may be sought at any subsequent time.

Membership: \_\_\_\_\_ Voting date \_\_\_\_\_ Eligible \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not voting \_\_\_\_\_ Abstain

Certification: \_\_\_\_\_ Voting date \_\_\_\_\_ Eligible \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not voting \_\_\_\_\_ Abstain

Department head signature: \_\_\_\_\_

4. **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, directing 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  REPRINTS  
 ONE-PAGE RÉSUMÉ – also sent electronically

GRADUATE COUNCIL SUBCOMMITTEE ACTION		GRADUATE COUNCIL ACTION	
<b>MEMBERSHIP</b> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Vote: _____ Signature: _____ Date: _____	<b>CERTIFICATION</b> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Vote: _____ Signature: _____ Date: _____	<b>MEMBERSHIP</b> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Signature: _____ Date: _____	<b>CERTIFICATION</b> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Signature: _____ Date: _____

FOR GS USE ONLY:  
 \_\_\_\_\_ Comm agenda  
 \_\_\_\_\_ GC agenda  
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## From the *Graduate Handbook*, chapter 5

### A. ADMISSION TO THE GRADUATE FACULTY

#### A.1 Procedure

The purpose of the Graduate Faculty is to conduct the graduate degree programs of the University. The nomination of members must be initiated by the candidate's department head and recommended by a majority of the Graduate Faculty of the department, who are responsible for identifying qualified candidates whose service is needed in the graduate program. In programs that encompass several departments, nominations must be initiated by the candidate's program chairperson and recommended by a majority of the Graduate Faculty of the program.

#### A.2 Procedures for Tenured Faculty and Faculty in the Probationary Period for a Tenured Position

The Graduate Faculty assumes that the University's procedures for tenuring faculty members and appointing new faculty to tenure-earning positions are sufficient to identify qualified members of the Graduate Faculty. In the case of an already-tenured faculty member holding the terminal degree, or a faculty member in the probationary period for a tenured faculty position who holds the terminal degree, nominations are sent to the Dean of the Graduate School by the head of the nominee's department or the chairperson of the nominee's program. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee. A copy of the nominee's curriculum vita should accompany the nomination. The Dean of the Graduate School will appoint the candidate to the Graduate Faculty.

The procedures outline in this section will be reviewed by the Standards and Policy Committee in the spring semester of 2002.

#### A.3 Procedures for Other Candidates

For candidates other than those covered in section A.2, the procedures outlined below will be followed. Nominations are sent to the Graduate School in duplicate on Graduate Faculty nomination forms that must be endorsed by the head of the nominee's department or the chairperson of the nominee's program. Supplemental information may be submitted, including information requested by the Graduate Academic Affairs Committee. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee.

The Graduate School submits the nomination to the Graduate Academic Affairs Committee, which may request clarification, additional information, or consultation. The committee returns the nomination to the Graduate School with its recommendation. If the committee, by majority vote, recommends approval, the nomination is forwarded to the Graduate Council, whose subsequent action is reported by the Dean of the Graduate School to the department head or program chairperson and to the nominee. If the committee does not recommend approval, the chairperson of the committee notifies in writing the submitting department head or program chairperson of the reasons for rejection of the nomination.

If the department or program does not agree with the decision of the Graduate Academic Affairs Committee, the head or chairperson has the right to appeal in writing to the Dean of the Graduate School requesting that the item be placed on the agenda of the next regularly scheduled meeting of the Subcommittee and that the department head or program chairperson be allowed to discuss the decision with the committee.

#### A.4 Evaluation Criteria

The granting of Graduate Faculty membership by the Graduate Council is based on the candidate's having demonstrated independence in

scholarship, research, or creative work; a high degree of expertise; and the ability to make significant contributions to the body of knowledge in his or her discipline. The following criteria do not guarantee admission to the Graduate Faculty, but they do form the basis for consideration:

1. A nominee must have earned the terminal degree recognized within the field of specialization. In fields in which more than one type of degree may be considered terminal or in which ambiguities exist, the departmental or program graduate faculty must address themselves specifically and in detail to this criterion as they assess the candidate's qualifications.

In the exceptional case of a candidate who does not hold a terminal degree but who is recommended by the departmental graduate faculty because of an outstanding national reputation in his or her field, the departmental graduate faculty must provide a particularly careful justification.

2. In fields in which research is expected, the nominee must have published at least one research article in a refereed journal. The appropriate committee is responsible for ascertaining that the nominee is a major contributor to and a principal author of the article; that the paper represents a substantial original contribution to the discipline; and that the referees apply standards accepted by the discipline.

Research, as used in these criteria, means critical and exhaustive investigation or experimentation having for its aim the discovery of new facts and their correct interpretation, the revision of accepted conclusions, theories, or laws in the light of newly discovered facts, or the practical applications of such new or revised conclusions, theories, or laws (Webster's Third International Dictionary of the English Language, 3rd edn, unabridged).

3. In lieu of publication in a refereed journal, there must be material evidence of research or other creative acts performances, exhibitions, published creative writings, patents that represent a comparable achievement within the nominee's field.

A candidate whose most recently published scholarly or creative work is more than five years old will normally not be considered. If the departmental or program graduate faculty judges that work done more than five years prior to nomination is of sufficient significance to justify admission to the graduate faculty, a request for an exception shall be made.

Administrative experience is inadmissible as justification for membership on the Graduate Faculty.

#### A.5 Effect of Employment Change

A member of the Graduate Faculty who leaves the employ of Kansas State University ceases to be a member of the Graduate Faculty but may continue as a member of a master's or doctoral committee for up to one year. A faculty member rehired by Kansas State University must be renominated for Graduate Faculty membership as a new faculty member. Exceptions may be granted by the Dean of the Graduate School when sufficient justification is presented. (For rules governing the participation of emeritus faculty, see section 5.D.4.)

### B. DOCTORAL CERTIFICATION

In order to serve as the major professor for doctoral students, a Graduate Faculty member must also be certified. Doctoral certification can be sought when a faculty member is nominated for membership on the graduate faculty or at any subsequent time. Academic units that offer only a terminal master's degree may participate in certification at their discretion.

#### B.1 Certification Procedure

To apply for doctoral certification, graduate faculty members must provide

appropriate evidence of their ability to conduct high quality graduate training at the doctoral level. The Dean of the Graduate School will communicate to academic units the types of evidence that might be included. In turn, academic units will inform the Dean of the Graduate School of their criteria and standards for doctoral certification. The Dean of the Graduate School, in consultation with the Graduate Academic Affairs Committee, may ask for clarification or re-examination of the criteria and standards.

The scope, composition, and form of the evidence submitted in support of a nominee for certification is to be determined by the applicant in consultation with the head and graduate faculty of the academic unit. Such evidence should include a statement from the applicant describing professional activities that show creativity, command of the subject, and scholarship.

As the initial step towards doctoral certification, the candidate must be recommended by majority vote of all the certified graduate faculty members of his or her academic unit. The head of the academic unit will inform each faculty member of the outcome of the vote and forward those applications that were approved by majority vote, along with the supporting documentation, to the Dean of the Graduate School. The Dean of the Graduate School will forward material submitted for certification to the Graduate Academic Affairs Committee.

In considering an application for doctoral certification, members of the committees will base their decisions on the adherence of the academic unit to its established criteria and standards for doctoral certification. The committee may also ask for further documentation or explanation on individual applications. If the committee, by majority vote, recommends approval, the recommendation is forwarded to the Graduate Council through the Dean of the Graduate School. The Dean then informs the head of the academic unit and the nominee, in writing, about the Council's subsequent action. If the committee does not recommend approval, the chairperson writes to the head of the submitting academic unit and to the Dean of the Graduate School and explains the reasons for rejection of the application.

A person who is denied doctoral certification may seek certification at any time. An applicant may also withdraw from consideration at any time. An applicant whose academic unit has voted not to recommend him or her for certification may appeal that decision to the appropriate Graduate Academic Affairs Committee.

#### B.2 Listings of Certified Faculty

At the start of each academic year, the Dean of the Graduate School will provide heads of academic units with a list of the certified faculty in their graduate programs.