|  |  |
| --- | --- |
| **MEMBERSHIP**  If submitting a nomination for membership, SELECT ONE:  **Regular Membership**   * **Dean approval track**: Tenure track with terminal degree.Requires approval of the Dean of the Graduate School.  * **Grad Council approval track**: Not tenure track with terminal degree.Requires approval of the Graduate Council.   **Special Membership**   * **Clinical** (clinical assistant professor, clinical associate  professor, and clinical professor). Requires Graduate Council approval * **Associate.** Requires Graduate Council approval.   Indicate whether the individual will teach graduate courses, serve on  supervisory committees, or both.  \*Teach graduate courses  Serve on supervisory committees  \*The nomination letter must list the courses to be taught.  \*\* **Other** (e.g., faculty at other institutions, adjuncts, emeritus). See table on page 3 and Grad Handbook Chapter 5. *Contact* [*gradinfo@ksu.edu*](mailto:gradinfo@ksu.edu) *– this form not required.* | **CERTIFICATION**  **Check the box below if submitting a nomination for certification.**  **Certification** to direct doctoral students (requires Graduate Council approval)  **Note:** A faculty member must have graduate faculty membership in order to be nominated for doctoral certification, or doctoral certification may be sought concurrently with graduate faculty membership. |

**Nominee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Department: | |
| Rank: | Email: | | Employee ID: |
| Is the candidate's highest degree a terminal degree for candidate's field of specialization?  Yes  No | | | |

**Report departmental voting results.** The nomination of members must be initiated by the candidate's department head and recommended by 2/3 of all eligible Graduate Faculty in the program. All faculty voting shall be by secret ballot. Review [Chapter 5](http://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html) of the *Graduate Handbook* for voting eligibility requirements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBERSHIP** | |  | **CERTIFICATION** | |
| Only Regular graduate faculty members of a department/program are eligible to vote on membership nominations. | |  | Only Certified graduate faculty of the program are eligible to vote on certification nominations. | |
| # ELIGIBLE TO VOTE |  |  | # ELIGIBLE TO VOTE |  |
| YES |  |  | YES |  |
| NO |  |  | NO |  |
| ABSTAIN |  |  | ABSTAIN |  |
| NOT VOTING |  |  | NOT VOTING |  |

***AUTHORIZING SIGNATURE*** *(Dept. Head or Graduate Program Director)***:**      

By typing or signing your name here, you authorize approval of the nomination and confirm accuracy of voting information.

Submit the following to [gradinfo@ksu.edu](mailto:gradinfo@ksu.edu):

1. **A single PDF document that contains the following items:**

* **Letter of Nomination** from the Department Head  
  The letter should state the intended role(s) of the nominee as a member of the graduate faculty, the nominee's research or creative activities, and additional qualifications to serve as a member of the graduate faculty. See page 2 for guidance.
* **This nomination form**
* **One-page vita** (using the [CV template](https://www.k-state.edu/grad/about/forms/for-faculty-staff/one-page-CV-template.docx))

1. **A PDF copy of** **the nominee's complete vita** with peer-reviewed publications clearly designated.

**Guidance for Submitting Graduate Faculty Nominations**

Requirements for Graduate Faculty nominations and criteria for review are outlined in Chapter 5 of the Graduate Handbook, available here: <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html>. Please be sure to review these requirements in detail.

*Guidance and Tips for Nominations*

1. **Regular Membership, Graduate Council Approval Track**. Typically, applicants must have earned a terminal degree and must have published at least one refereed paper within the last five years, but exceptions are allowed subject to the following (per Chapter 5):

* If the CV does not explicitly include a peer-reviewed publication dated within the last five years, *the nomination letter (and accompanying CV) should clearly identify the scholarly materials or outputs that represent significant comparable achievement in the nominee’s field* *within the last five years*, framed in a way that provides context to those who may be unfamiliar with the nominee’s field.
* If the department judges that work done more than five years prior to nomination is of sufficient significance, *a request for an exception must be explicitly made in the nomination letter*.
* A nominee’s dissertation is generally not considered comparable to a peer-reviewed publication.
* Department graduate faculty may wish to waive the requirement of a terminal degree due to the faculty having an outstanding national reputation in their field. If so, *the nomination letter must clearly convey the nominee’s qualifications*, and as noted above, should frame this justification in a way that provides context to those who may be unfamiliar with the nominees’ field.

If a strong case cannot be made, the nominating department may discover that a Special Membership category is more appropriate.

1. **Special Membership**. The most common types of Special Membership nominations include those for Associate Membership and Clinical Membership. See the table below for key attributes of various special membership types. *The nomination letter should provide a careful and explicit justification that clearly conveys the nominee’s qualifications framed in a way that provides context to those who may be unfamiliar with the nominees’ field.*

**Key Attributes of Graduate Faculty Nomination Types**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Membership / Nomination Type** | **Key Criteria** | **Handbook Section** | **Considered “Regular” member?** | **Requires approval by:** | **Can serve on supervisory committees?** | **Can serve as major advisor?** | **Can teach grad courses?** | **Limited duration?** | **Terminal degree exception?** |
| **REGULAR** |  | | | | | | | | |
| Regular – Dean track | Tenure track with terminal degree | A.2. | Yes | Dean only | Yes | Yes | Yes | No | No |
| Regular – Grad Council track | Other than tenure track with terminal degree | A.3. | Yes | Grad Council | Yes | Yes | Yes | No | Yes |
| **SPECIAL** | Note: As outlined in Graduate Handbook Chapter 5 Section D, faculty with the following special membership types may NOT:   * Vote in elections * Vote on grad curriculum * Sit on Grad Council | | | | | | | | |
| Associate | Must have substantial expertise, pubs, training, degrees, cert, or other contributions; must have formal appointment with nominating department | D.5. | No | Grad Council | Yes, if explicitly requested in nomination | Co only | Yes, if explicitly requested in nomination | Yes, 3 years | Yes |
| Clinical | Duties include teaching and clinical services | D.6. | No | Grad Council | Yes | Co only | Yes | No | Yes |
| **SPECIAL: Other** | Not subject to department vote. These memberships may be limited to one-time service on a supervisory committee. | | | | | | | | |
| Faculty from Other Regent's Institutions | Grad faculty at one of Regents’ institutions and terminal degree | D.1. | No | Dean only | Yes | Co only | Yes | No | No |
| Faculty from other Institutions (non-Regent) | Must have grad membership at other institution – if not, must submit credentials for review; may be limited | D.2. | No | Dean only | Yes | Co only | Yes | No | Yes |
| Emeritus Faculty | Retired, actively engaged in directing grad students or research | D.4. | No | Dean only | Yes | Co only | Yes | Yes | Yes |
| **CERTIFICATION** |  | | | | | | | | |
| Certification | Regular membership required (previous approval or concurrent nomination) | B | Yes | Grad Council | Yes | Yes | Yes | No | Yes |