

Please review the Graduate Faculty eligibility, nomination requirements, and processes located in the Graduate Handbook ([Chapter 5](#) and the [table on page 3](#)). For tenure-track faculty membership requests (excludes Certification), submit only the Department Head's letter of support and nominee's CV to gradinfo@ksu.edu for Dean's approval. All other requests should submit this completed form with supporting documentation to gradinfo@ksu.edu, as detailed in the Handbook.

<u>MEMBERSHIP</u> If submitting a nomination for membership, SELECT ONE: Regular Membership ☐ Grad Council approval track: Non-tenure track with terminal degree. 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 List courses below *: 	<u>CERTIFICATION</u> 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.
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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](#) of the *Graduate Handbook* for voting eligibility requirements.

MEMBERSHIP

Only Regular graduate faculty members of a department/program are eligible to vote on membership nominations.

# ELIGIBLE TO VOTE	
YES	
NO	
ABSTAIN	
NOT VOTING	

CERTIFICATION

Only Certified graduate faculty of the program are eligible to vote on certification nominations.

# ELIGIBLE TO VOTE	
YES	
NO	
ABSTAIN	
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:

1. Submit a **single PDF document that contains the following items** to gradinfo@ksu.edu:
 - **This nomination form.**
 - **Letter of Nomination from the Department Head** that states the intended role(s) of the nominee as a member of the graduate faculty, their research or creative activities, and additional qualifications to serve as a member of the graduate faculty. See page 2 for guidance.
 - **One-page vita** (using the CV template at location)
 - **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.
2. **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 possible
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, <u>if</u> explicitly requested in nomination	Co only	Yes, <u>if</u> explicitly requested in nomination	Yes, 5 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 <u>and</u> 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