# NOMINATION FOR GRADUATE FACULTY

Review Graduate Faculty eligibility and nomination requirements in the *Graduate Handbook,* [Chapter 5,](http://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html) and table on page 3 before completing this form.

|  |  |
| --- | --- |
| **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 |  |
| YES |  |
| NO |  |
| ABSTAIN |  |
| NOT VOTING |  |

|  |  |
| --- | --- |
| # 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:](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.

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# 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-](https://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html) [state.edu/grad/student-success/graduate-handbook/chapter5.html](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, 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 and  terminal degree | D.1. | No | Dean only | Yes | Co only | Yes | Yes, 5 years | 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 | Yes, 5 years | 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 |

\*Emeritus Faculty may continue to serve on graduate student supervisory committees for up to one year following their departure from the university. If continued Service beyond one year is necessary, the faculty member is encouraged to apply for Associate Membership to remain eligible to serve on the committee.