

Review [Chapter 5, Section E](#) in the *Graduate Handbook* before completing the nomination form.

Nominee Information:

Name: _____ Department: _____

Employee ID: _____ Email: _____

Rank: _____ Other position (if any): _____

Former university teaching experience:

Rank: _____

Place: _____

Length of time: _____

Degree (check one)	Year	Institution
<input type="checkbox"/> BS <input type="checkbox"/> BA <input type="checkbox"/>		
<input type="checkbox"/> MS <input type="checkbox"/> MA <input type="checkbox"/>		
<input type="checkbox"/> PhD <input type="checkbox"/> EdD <input type="checkbox"/>		

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

Approval being sought:

Emergency nomination for Fall Spring Summer 20____
(only one semester may be approved for emergency nomination)

Council approval for one-year term, beginning Fall Spring Summer 20____
(A one-year term is three semesters—Spring, Summer, and Fall. A maximum of three one-year terms per course are allowed).

Courses to be taught:

Course Number	Course Title

Report departmental voting results:

# Eligible to vote:	YES:	NO:	NOT VOTING:
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Department Head Signature _____ Department _____

Submit the following to gradinfo@ksu.edu:

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

- **Letter of Nomination** (from the Department Head)
The letter should include a rationale for the nominee to teach the graduate course(s) listed above and that the nominee has the appropriate terminal degree, or qualifications considered to be equivalent, to teach the designated course(s). The letter must confirm that the nominee has completed a minimum of 18 graduate hours in the discipline as required by the Higher Learning Commission. Official transcript of graduate degree must be on file in the department office.
- **This nomination form**
- **One-page vita** (using the [CV template](#))

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

For a nomination processing timeline, go to: <http://www.k-state.edu/grad/faculty/graduate-council/forms.html>