



# STEPHEN F. AUSTIN STATE UNIVERSITY GRADUATE SCHOOL

## Application for Membership on the Graduate Faculty

### SECTION 1: NEW AND RENEWAL

1. Name \_\_\_\_\_ Date \_\_\_\_\_

2. Academic Rank \_\_\_\_\_ Department \_\_\_\_\_

3. Do you have tenure at SFASU?  Yes  No

4. How long on faculty at SFASU? \_\_\_\_\_

5. How long have you served on the graduate faculty at SFASU? \_\_\_\_\_

6. Type of Membership:

- Regular Membership       Affiliate Membership  
 Limited Membership       Emeritus

7. List all graduate degrees completed:

<u>DEGREE</u>	<u>DATES</u>	<u>INSTITUTION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Faculty Member

8. For Limited and Affiliate Memberships, please list professional expertise:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION II: COMPLETE FOR RENEWAL ONLY

1. Please indicate the extent of your participation in each of the following during the last five years:

Number of graduate theses/dissertations directed? \_\_\_\_\_

Number of graduate theses/dissertations in which you participated? \_\_\_\_\_

Number of comprehensive examinations in which you participated? \_\_\_\_\_

Number of graduate sections taught? \_\_\_\_\_

Please attach a resume or other documentation showing scholarly activity during the last five years, including information on publications, presentations, professional affiliations, grant proposals submitted, and any other information which you feel may be pertinent to this application.

REGULAR	*LIMITED	*AFFILIATE	EMERITUS	NON-REAPP	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
					Academic Unit Grad. Faculty**
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
					Academic Unit Head
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
					Academic Dean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
					Graduate Dean

Approved

\_\_\_\_\_

Provost and Executive Vice President for Academic Affairs

\* For Limited or Affiliate Memberships, academic unit head must attach a letter specifying the proposed graduate duties of the applicant and explain why these duties cannot be performed by existing graduate faculty.

**\*\*Graduate Faculty Review Process**

Membership on the graduate faculty is required for those faculty members who are active in at least one of the areas of responsibility for graduate education at SFASU. These responsibilities include teaching graduate courses in the member's area of expertise; directing exhibitions, theses and dissertations, as well as serving on exhibition, thesis and dissertation advisory committees; serving on the University Graduate Council; and serving on the University Research Council. A member of the graduate faculty is appointed initially for a five-year term by the Vice President for Academic Affairs upon the recommendation of the academic unit head, academic dean, and Dean of Graduate Studies.

Membership on the graduate faculty carries with it the responsibility for active participation in the graduate program and for maintaining the highest possible level of professional competence in the member's discipline. As a means of maintaining high standards, the university requires regular members to undergo a review of their performance every five years, respectively, starting from the date of their initial appointment or reappointment. The review procedure will be initiated by the Dean of the Graduate School, who will ask each faculty member scheduled for review to prepare and present information pertinent to the review (see Graduate Faculty Membership Application form). First appointments will be initiated by the academic unit and must include similar information.

The academic unit head, academic dean, and the Dean of the Graduate School will, in order, review the material and make recommendations to the Provost and Vice president for Academic Affairs, who will make the decision on renewal.

Each faculty member reviewed shall be evaluated by all members of one's academic department holding regular (full or associate) status on the graduate faculty. The evaluation shall be with regard to one's contribution to graduate education at SFASU, professional and scholarly/creative activities, and the programmatic needs of the department. Recommendation should then be forwarded to the academic unit head that the candidate be reappointed for a full term on the graduate faculty, or be removed from the graduate faculty.