HENDERSON STATE UNIVERSITY

GRADUATE FACULTY APPLICATION

LEAVE BLANK
Council Action _____
Date _____
Signature _____ Graduate Dean

Name of Applicant (type or print): _____Department: _____

Present Rank: _____Current HSU Employment Status: FT___ PT ___

1. Documents to be Submitted by Applicant

❑ A. Current typed vita/resume is attached:
   1. Educational Background, including college/university attended, degree, date of degree.
   2. Employment Background, including place, position, and date of employment.
   3. Undergraduate Teaching Experience, including college/university, date, courses.
   4. Graduate Teaching Experience, including college/university, date, courses.
   5. Scholarship, including research, performances, exhibits, clinical practice as relevant.
   6. Other contributions to the graduate program and professional activities consistent with that participation.
   7. Relevant Non-academic Experiences.

❑ B. Attach copy of <u>all</u> transcripts, if not already on file in the Graduate School Office or Office of Academic Affairs.

Supporting Recommendations:
Applicants for membership must be recommended by the graduate faculty within the department, the department chairperson, and the school/college dean. Signatures from these parties illustrate that the applicant will contribute to the graduate program and the unique or important characteristics he/she brings to the program are outlined in recommendation letter.

Department Chairperson/Administrator Appraisal: Attach recommendation letter outlining candidate's strengths and contributions to program.

List Specific Courses applicant will teach:

5000 Level _____

6000 Level _____

Recommend for Full Membership: _____

Recommend for Associate Plus Membership: _____ Three-Year Review

Recommend for Associate Membership: _____ One-Year Review

Department Administrator/Chair Signature: _____Date: _____

School/College Dean Signature: _____Date: _____

Vice President of Academic Affairs: _____ Date: _____

FULL MEMBERSHIP:

Full membership may be granted to HSU faculty holding to the rank of Assistant Professor.

Applicants should have demonstrated professional achievement in teaching and scholarship and hold a terminal degree(s) appropriate to his or her teaching field as determined by his/her department. Members are expected to engage actively in the graduate program of the University and to pursue professional activities consistent with that participation. Membership allows a faculty member all rights and privileges associated with graduate faculty status.

ASSOCIATE PLUS MEMBERSHIP:

Associate Plus Membership, for three years, may be granted an applicant who has taught in an adjunct capacity at HSU; has successful teaching experience as demonstrated by student evaluations and recommendation of chair. Appointments may be renewed.

Persons applying for associate plus membership should hold graduate degree(s) appropriate to his or her teaching field as determined by the appropriate department. Evidence of professional achievement and/or promise in teaching and scholarship should be presented. Membership allows a faculty member all rights and privileges associated with graduate faculty status. During the period of appointment, the associate plus member may engage in the normal activities of a member of the graduate faculty.

ASSOCIATE MEMBERSHIP:

Associate membership for one year may be granted an applicant who will teach in an adjunct capacity. Appointments may be renewed.

Persons applying for associate membership should hold graduate degree(s) appropriate to his or her teaching field as determined by the appropriate department. Evidence of professional achievement and/or promise in teaching and scholarship should be presented. Membership allows a faculty member all rights and privileges associated with graduate faculty status. During the period of appointment, the associate member may engage in the normal activities of a member of the graduate faculty.

At the conclusion of the initial membership, application for a three-year associate plus membership may be initiated.

DIRECTIONS:

1. Application must be received by the Graduate School Office by the first of the month for action that month.
2. Incomplete applications will not be considered by the Graduate Council.
3. Additions to the listed courses require a memo from the Chairperson/Administrator to the Graduate Dean.