

NORTHWESTERN STATE

University of Louisiana

Graduate Faculty Application 1,2

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Current Academic Rank: [ ] Instructor [ ] Assistant Professor [ ] Associate Professor [ ] Professor [ ] Adjunct [ ] Other \_\_\_\_\_

College/Department to Which You are Applying for Membership: \_\_\_\_\_

Highest Degree Earned: [ ] Ph.D. [ ] Ed.D. [ ] Ed.S. [ ] Master's [ ] Bachelor's [ ] Associate [ ] Other \_\_\_\_\_

(NOTE: All graduate faculty must hold a terminal degree. Exceptions must be approved, in advance, by the University Graduate Council)

Specific Discipline Area of Highest Degree: \_\_\_\_\_ Minor/Cognate: \_\_\_\_\_

For Limited membership, applicants, list specific courses (prefix and number) that applicant will teach or Graduate responsibilities:

\_\_\_\_\_

Graduate Membership Status Requested: Check one of the following [ ] Member [ ] Associate [ ] Limited (see Graduate Faculty Policies and Procedures Governing Membership for details)

Number of years of experience as a full-time faculty member, by College or University, including Northwestern State:

[ ] No previous experience as a full time university faculty member

University: Northwestern State University \_\_\_\_\_ Years experience: \_\_\_\_\_

University: \_\_\_\_\_ Years experience: \_\_\_\_\_

University: \_\_\_\_\_ Years experience: \_\_\_\_\_

University: \_\_\_\_\_ Years experience: \_\_\_\_\_

Total: \_\_\_\_\_

College Dean/Director or Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

signature

Comments: \_\_\_\_\_

\_\_\_\_\_

To be completed by the Graduate School

Approved Status: [ ] Member [ ] Associate [ ] Limited [ ] Not Approved
Special conditions: \_\_\_\_\_
If approved, date of expiration: \_\_\_\_\_
Dean of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_
Vice President for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_
President: \_\_\_\_\_ Date: \_\_\_\_\_

1 Submit completed application to Office of Graduate Studies and Research

2 Required Supporting Documentation: Please attach all supporting documentation as required for the associated graduate faculty status being requested. Documentation should reflect professional activities for the five-year period preceding the date of application. (See Attached Graduate Faculty Application Documentation Format for details.)

# GRADUATE FACULTY APPLICATION DOCUMENTATION FORMAT

*Please follow these guidelines exactly.*

In a three-ringed binder please submit the following:

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## **TAB 1: Completed Graduate Faculty Application Form**

**TAB 2: A transcript** indicating the highest degree earned that is relevant to the subject area in which you will be teaching. This only needs to be submitted the first time you apply unless the transcript has been updated.

## **TAB 3: A current Curriculum Vita**

## **TAB 4: Research/Creative and Professional Activities**

*This category*

**SUB TAB A.** National/Refereed. List authored books or book chapters, musical compositions, proceedings and/or articles in refereed journals published within the last five calendar years preceding the year of application. Give complete bibliographic information and attach copies of all publications; and/or National Juried. List juried invitations resulting in performances, exhibitions, or original works sponsored by arts organizations or institutions of national scope and reputation within the last five calendar years preceding the year of application. Attach complete documentation and appropriate copies of work. Documentation must be provided for consideration of unique equivalencies in the professions.

*or, any four of these categories (categories may not be repeated for credit)*

**SUB TAB B.** Regional/State/Non-Refereed. List authored articles and proceedings for regional, state, or non-refereed instruments published within the last five years preceding the year of application. Give complete bibliographic information and attach copies of all publications; and/or Regional/State Juried. List juried invitations resulting in performances, exhibitions, or original works sponsored by regional or state arts organizations or institutions in the last five calendar years, preceding the year of application. Attach complete documentation and appropriate copies of work. Documentation must be provided for consideration of unique equivalencies in the professions.

**SUB TAB C.** List authored grants and/or contracts funded externally within the last five calendar years preceding the year of application. Give title and purpose, funding agency, dates and funding amount. Include copies of proposals.

**SUB TAB D.** List two presentations on programs of professional and scholarly organizations within the last five calendar years preceding the year of application, giving name of organization, title and type of presentation, type of meeting, location and dates. Attach complete documentation.

**SUB TAB E.** List offices held in professional and scholarly organizations within the last five calendar years preceding the year of application, giving name of organization, title and functions of office, and encompassing dates. Attach complete documentation.

**SUB TAB F.** List consulting, commissions, and other professional activities related to the discipline within the last five calendar years preceding the year of application, giving name of employing agency, inclusive dates, title and type of employment, and other data relating the activity to the graduate program. Attach complete documentation.

## **TAB 5: Program Development Activities**

**SUB TAB A.** List activities related to curriculum development of the graduate program.

**SUB TAB B.** List activities related to recruitment and retention of graduate students in the program.

**SUB TAB C.** List activities related to development of resources and/or facilities for the graduate program.

## **TAB 6: Academic Activities**

**SUB TAB A.** List courses presently taught for the graduate program and/or present service on graduate-level policy making bodies.

**SUB TAB B.** List names of graduate advisees – as major professor only – during the last three calendar years preceding the year of application.

**SUB TAB C.** List graduate student research/creative activities directed during the last three calendar years preceding the year of application. Give the title of description of the activity and completion date.

**SUB TAB D.** If director of a University graduate program, give the title of the program and description of duties.