Procedures for Application for Graduate Faculty Status
Available at
http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/InfoforAdvisors/ResourcesfromtheGS/ApplyGrdFacStatus.aspx

The Graduate School no longer has a standard application form. Instead, applicants will submit the relevant information for the requested membership category using the procedures described below. For Regular Membership and the Doctoral Committee Chair Endorsement, approval will be in effect for six years. For Associate Membership, approval will be in effect for three years; exceptions are granted under some circumstances. Required materials for each category are outlined below.

Be sure to indicate whether the faculty member is applying for Regular Membership with a Dissertation Chair Endorsement, Regular Membership, or Associate Membership. Tenured, tenure-track, and full-time contract faculty can be considered for either associate or regular graduate faculty status. Part-time faculty are eligible for Associate Membership only.

Regular Membership

*Applicants must submit a current vita (full or abbreviated). Abbreviated vitas covering only the last six years are encouraged. The vita must list educational history, including highest degree earned. If a full vita is submitted, please indicate evidence of scholarly competence during the last six years by listing most recent entries first, by use of a bold or italicized font, or by highlighting the appropriate evidence. If indicated on the vita, this information need not be repeated in the memo (see next bullet point).

*The department chair or chair of the committee that evaluates graduate faculty applications must submit a memo (see pages of this document) describing how the applicant meets the criteria for membership as outlined in the department document. This can be concise and to-the-point. Use of bullet points is encouraged. The memo usually should not exceed one page in length.

*The memo should contain signature lines for the representative designated in your departmental document (department chair or chair of committee that evaluates graduate faculty applications), the college dean, and the graduate dean. **Note:** Department chairs (or committee chairs) and deans should not sign their own applications.

Doctoral Committee Chair Endorsement

Remember that this endorsement is required for those who are chairing a doctoral committee. Applicants for this endorsement must have an earned doctorate.

*The memo accompanying the application should include a statement that the applicant seeks this approval.

*The department memo should specify how the applicant meets the criteria for this endorsement as outlined in the department document.

Associate Membership

*Applicants must submit a current vita (full or abbreviated) or resume. The vita must list educational history, including highest degree earned. The vita should address qualifications in their area of expertise as related to graduate education and the specific role the applicant will fulfill if approved.

*The department's memo should describe how the applicant meets the criteria for membership as outlined in the department document. The memo must include information about the duties the applicant will perform for the department (e.g., specific courses to be taught; committee membership). Graduate School approval will apply only to the areas covered in the application. The information provided can be concise and to-the-point. Use of bullet points is encouraged.

*The memo should include signature lines for the representative designated in your departmental document (department chair or chair of committee that evaluates graduate faculty applications), the college dean, and the graduate dean.

Duties of Graduate Faculty

Faculty who hold Regular Graduate Faculty Status may:

- Teach graduate level courses
- Chair a Master's Thesis, Creative Project, or Research Project
- Serve as a committee member on a Master's Thesis or Creative Project
- Serve as committee member for a doctoral committee
- Serve on or chair a specialist committee

Faculty who hold Regular Graduate Faculty Status with a Doctoral Committee Chair Endorsement may:

- Teach graduate level courses
- Chair a doctoral dissertation in their home department
- Chair a Master's Thesis, Creative Project, or Research Project
- Serve as a committee member on a Master's Thesis or Creative Project
- Serve as committee member for a doctoral committee
- Serve on or chair a specialist committee

Faculty who hold Associate Graduate Faculty Membership may:

- Teach graduate level courses
- Serve as a committee member on a Master's Thesis or Creative Project

GRADUATE SCHOOL

Ball State University

Dean of the Graduate School
Phone: 765-285-1300 FAX: 765-285-1328

To: Department Chairs
Re: Information to include in Cover Memo for Graduate Faculty Applications
Date: August 24, 2009

It is helpful if all cover memos for graduate faculty applications include this basic information:

1. Departmental Information (Name of department, address, phone, contact person)
    a. This is usually in memo format as above
2. Name of person being recommended for (re)appointment to graduate faculty.
3. Category of graduate faculty membership requested
    a. Regular
    b. Regular with Doctoral Chair Endorsement
    c. Associate
4. Candidate's highest degree earned
5. Brief summary of candidate's activities that support departmental recommendation
    a. Use bullet points
    b. Limit to 3-5 major points, if possible
    c. Focus on criteria for category
6. For Associate Category, be sure to include what special need the person will fill.
7. Include signature lines for
    a. Appropriate departmental representative (i.e., department committee chair or department chair)
    b. College dean
    c. Graduate Dean
8. Be sure each signature line includes a place to
    a. check approval or disapproval
    b. indicate date of approval/disapproval

Revised 10/8/09