Recommendations for Graduate Faculty Appointment

1. Form to be initiated by department chair. Faculty member must be eligible and assigned courses under Category A.

2. Recommendation of the departmental graduate faculty to be sent to the Dean of the college/school.

3. Recommendation forwarded from the Dean to the Office of the Provost/Graduate Studies for verification.

4. Recommendation is reviewed and acted upon by the Graduate Studies Committee of Academic Council.

5. University Graduate Coordinator notified of approval by the Graduate Studies Committee chair.

6. Three copies are made of the Graduate Faculty Recommendation Form and are distributed by Graduate Studies as follows:

    - Original to recommended faculty member
    - 1 copy to the chair of the recommended faculty's department
    - 1 copy to Dean of the recommended faculty's college/school
    - 1 copy placed in recommended faculty's file in the Office of the Provost

7. In November of each year, colleges/schools will review the status of their graduate faculty as provided by the Office of the Provost. These lists will be checked for accuracy and the colleges/schools are asked to delete individuals who have left Murray State University. Additions, deletions, or corrections will be routed back to the Office of the Provost.

8. These changes are reflected in the next *MSU Bulletin*.

MURRAY STATE UNIVERSITY
RECOMMENDATION FOR GRADUATE FACULTY APPOINTMENT

To serve as a member or associate member of the Murray State University Graduate Faculty, a faculty member must meet the professional standards for teaching courses available for graduate credit set by the Southern Association of Colleges and Schools (*Faculty Handbook Section 2.1.4*). Membership will originate at the departmental and collegiate levels. The categories of Graduate Faculty membership are defined as follows:

Full Membership: This category applies to full-time faculty who hold the appropriate terminal degree in their teaching field.

Associate Membership: This category shall apply to full-time faculty-who are responsible for any part of the college's graduate program and who do not have a terminal degree but are otherwise qualified under Section 2.1.4. This level shall also apply to all qualified part-time faculty who hold a terminal degree and who teach one or more graduate courses.

This form is to be used to recommend initial appointment or for a change in status of faculty who are associate members of the Graduate Faculty. Each faculty member – full-time, part-time, or adjunct – who is assigned to teach graduate level courses or supervise graduate level internships must be approved for the appropriate status as a member of the graduate faculty. The academic department chair is responsible for initiating this and subsequent recommendation forms related to faculty in the department.*

❒ **FULL**	❒ **ASSOCIATE**
All full-time faculty who hold the appropriate terminal degree	Otherwise qualified and all part-time faculty

Name _____

Department _____

Highest Degree _____

Current Rank _____

Faculty Category _____ **(Category A, Appropriate Course Assignment)**

Full Time Faculty ❒ **Yes** ❒ **No**

Date employed by MSU _____

***Please attach professional vita or other supporting materials to justify this individual's appointment to the MSU Graduate Faculty.**

Action Taken		**Date**	**Signature**
Approve	**Disapprove**		
❒	❒	_____	_____ **Department Chair**
❒	❒	_____	_____ **College/School Dean**
❒	❒	_____	_____ **Chair, Academic Council Graduate Studies Committee**
❒	❒	_____	_____ **University Graduate Coordinator**