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: _____

GRADUATE FACULTY APPLICATION DOCUMENTATION FORMAT

In Graduate Faculty Portfolio shell in Moodle, please submit the following:

1: Completed Graduate Faculty Application Form

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.

3: A current Curriculum Vita

4: Research/Creative and Professional Activities
This category

> **National/Refereed**. List authored books or book chapters, musical compositions, proceedings and/or articles in refereed journals published within the last five calendar years proceeding 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)*

> **Regional/State/Non-Refereed**. List authored articles and proceedings for regional, state, or non-refer-eed instruments published within the last five years proceeding 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.

> **Externally Funded.** 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.

> **Presentations.** 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.

> *Offices in Professional Organizations.* List offices held in professional and scholarly organizations within the last five calendar years pre- ceding the year of application, giving name of organization, title and functions of office, and encompassing dates. Attach complete documentation.

> **Consulting, Commissions, and other professional Activities.** 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.

5: Program Development Activities

> **Curriculum Development.** List activities related to curriculum development of the graduate program.

> **Student Recruitment.** List activities related to recruitment and retention of graduate students in the program.

> **Development of resources and/or facilities.** List activities related to development of resources and/or facilities for the graduate program.

6: Academic Activities

> **Graduate Teaching.** List courses presently taught for the graduate program and/or present service on graduate-level policy making bodies.

> **Graduate Advisees.** List names of graduate advisees — as major professor only — during the last three calendar years preceding the year of application.

> **Graduate Student Research.** 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.

> **Graduate Program Director.** If director of a University graduate program, give the title of the program and description of duties.