

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

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

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## 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

Must have 2 national/refereed activities or at least 4 activities from at least 2 different categories.

**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 evidence 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 evidence. Documentation must be provided for consideration of unique equivalencies in the professions.

**Regional/State/Non-Refereed.** List authored articles and/or proceedings for regional, state, or non-refereed instruments published within the last five calendar years preceding the year of application. Give complete bibliographic information and attach evidence 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 evidence of work. Documentation must be provided for consideration of unique equivalencies in the professions.

**Externally Funded Grants/Contracts.** 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 evidence of grants or contracts that were received.

**Presentations.** List 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 evidence of presentations.

**Offices in Professional Organizations.** 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 evidence of offices held.

**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 evidence.

**Industry Recognized Certifications.** List certifications that are obtained or maintained within the last five years. Provide the name of the certification and certification agency as well as if the certification was obtained or maintained during the time period. Attach evidence of the certification.

**Engagement in Professional Practice.** List professional practice activities to demonstrate active practice (an average of 8 or more hours/week in a practice setting) in their designated profession. Attach evidence of the professional practice activities.

## 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.

**Involvement in Graduate Level Policy-Making Bodies.** 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.