



School of Graduate Studies

Virginia State University

APPLICATION FOR GRADUATE FACULTY STATUS

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Applicant Name

Title

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Position

Field of Terminal Degree

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Department

Graduate Program

TENURE OR TENURE TRACK:

Yes

No

FULL TIME:

Yes

No

YEARS AT VSU AS FULL-TIME, TENURED OR TENURE TRACK:

SUMMARY OF DEMONSTRATED RESEARCH AND SCHOLARLY ACTIVITIES

(over the last six years--please attach documentation, which may include publication, grants, research activities, etc.)

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SUMMARY OF DEMONSTRATED GRADUATE TEACHING/ADVISING AND PARTICIPATION IN GRADUATE PROGRAM /SCHOOL COMMITTEES

(over the last six years--please attach documentation. Please note: this requirement only applies to faculty who already possess graduate faculty status, not to first time applicants)

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APPLICATION FOR GRADUATE FACULTY STATUS

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THIS FORM, ALONG WITH DOCUMENTATION AND A FULL C.V., SHOULD BE SUBMITTED TO THE CHAIR OF THE DEPARTMENT AS WELL AS THE GRADUATE PROGRAM COORDINATOR.

APPROVED:

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| Graduate Program Coordinator | Date | Full G. F. | Associate G. F. |

REVIEWED:

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|-------------------------|-------------|-------------------|------------------------|
| | | | |
| Department Chair | Date | Full G. F. | Associate G. F. |

REVIEWED:

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|----------------------|-------------|-------------------|------------------------|
| | | | |
| Academic Dean | Date | Full G. F. | Associate G. F. |

APPROVED:

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|--|-------------|-------------------|------------------------|
| | | | |
| Dean of the College of Graduate Studies | Date | Full G. F. | Associate G. F. |

Guidelines for the completion of this form are located on pages 3 and 4.

GUIDELINES:

GRADUATE FACULTY STATUS

I. At Virginia State University, any faculty who fulfills all of the following criteria shall be considered, and shall receive the official designation of, "graduate faculty"

- 1. Tenure or tenure-track or continuing contract, and full-time status at Virginia State University.**
- 2. At least one year of service as tenured or tenure-track or continuing contract, full-time faculty at VSU**
- 3. Terminal degree in the field in which faculty teaches and wants to be considered as graduate faculty**
- 4. Teaching position in a program at VSU that offers a graduate degree**
- 5. Demonstrated engagement in research and scholarly activities in the field in which faculty teaches. In addition to demonstrated research and scholarly activities requirement, designated graduate faculty are also expected to teach, advise, and serve on graduate program and/or graduate school committees in order for their graduate faculty to be renewed.**
- 6. Demonstrated research, scholarly activities, and/or graduate teaching/advising needs to have taken place within six years prior to graduate faculty status determination. The application for graduate faculty status goes first to the graduate program coordinator (or equivalent) for approval, and then to the Dean of the Graduate School (or her/his designee) for approval. Once graduate faculty status is granted, above requirements should be satisfactorily documented and submitted for review every three years to the respective program graduate coordinator (or equivalent). In case a faculty member's application for graduate faculty status is denied at the program/department level or by the Dean of the Graduate School (or her/his designee), the applicant can appeal to the Policies and Petitions Committee of the graduate school for final determination of graduate faculty status. Graduate program directors (or equivalent) and/or the Policies and Petitions Committee shall inform the Dean of the Graduate School of any new graduate faculty status approvals within a week of initial determination. Unless the Policies and Petitions**

Committee overrides a rejection of the Dean, the Dean of the Graduate School (or her/his designee) shall grant final approval of graduate faculty status.

- 7. Points 1 through 6 above outline minimum requirements for graduate faculty status at Virginia State University. Individual graduate programs may have stricter requirements and shall be able to enforce them according to applicable requirements (as set, for instance, by accrediting organizations).**

II. ASSOCIATE GRADUATE FACULTY STATUS

- 1. Under special circumstances, and in case a particular graduate program supports such a measure, faculty who hold a Master's degree, or a terminal degree other than a doctorate in a particular field, or an appropriate professional degree, as well as additional appropriate advanced study and/or can demonstrate high level of performance in teaching, research, writing, or academic and/or professional creativity in her/his field, may qualify for appointment to the graduate faculty as "Associate Graduate Faculty."**
- 2. Programs which provide services only to graduate students may also, if the guidelines and accreditation requirements support such measures, allow non-tenured or non-tenure track, full-time faculty who hold a terminal degree in the field in which they teach, a temporary "Associate Graduate Faculty" status.**
- 3. Associate Graduate Faculty may teach graduate level courses, serve on examining committees, advise students, or have administrative responsibilities in a respective graduate program, but they cannot serve as Chair of the examination and/or thesis/project/dissertation committee (Chairs must have full graduate faculty status).**