

GRADUATE COLLEGE
Graduate Faculty Nominations

Nominating Department _____

Date _____

Name of Nominee _____

Highest Degree Earned and Awarding Institution _____

Is this the terminal degree for the nominee's discipline? _____

Yes (Graduate Faculty, Adjunct Faculty) _____

No (Affiliate Faculty) _____

Status requested (Check one; please see category descriptions, below)

Graduate Faculty (All tenure-track, endowed chair, Clinical or Research faculty)

- Please submit a current CV for the nominee and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Business Bldg. B-307.
PLEASE NOTE. The CV must:
 - 1) not exceed 4 pages in length,
 - 2) include the name of the position the nominee holds (or will hold) at Boise State University,
 - 3) represent the individual's experience at the graduate level (e.g., teaching, mentoring graduate students, serving on graduate committees, research).
- If nominee will chair project, thesis and/or dissertation committees, then please fill out the Departmental Endorsement form.

Adjunct Graduate Faculty – (Terminal degree: non-tenure, non-faculty, tenure-track faculty at other universities)

- Please submit a current CV, not to exceed 4 pages in length, for the nominee and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Riverfront Hall, Room 307.
- If nominee will chair project, thesis and/or dissertation committees, then please fill out the Departmental Endorsement form.
- Number of years to be appointed (Adjunct only, up to seven years): _____
- Qualified to participate in all duties. _____
- Justification for appointment: _____

Affiliate Graduate Faculty (No terminal degree)

- Please submit a current CV, not to exceed four pages in length, for the nominee, the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Riverfront Hall, Room 307.
- Duties to be performed (Check all that apply):

master's committee member _____	dissertation committee member _____
instructor of graduate course(s) _____	comprehensive exam administrator _____
- Number of years to be appointed (Affiliate only, up to three years): _____
- Justification for appointment: _____

Emeritus Graduate Faculty

- Please submit a current CV for the nominee, not to exceed four pages in length, and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Riverfront Hall, Room 307.
- If nominee will chair project, thesis and/or dissertation committees, then please fill out the Departmental Endorsement form.
- Number of years to be appointed (Emeritus only, up to seven years): _____

Department Chair or Head of Academic Unit _____ Date _____
Signature _____ Print name _____

Graduate Faculty Categories and Nominations Procedures (Please do not include with nomination form)

Appointment Criteria and Procedures

1. **Graduate Faculty:** All tenure-track faculty members from colleges with graduate programs may be recommended for membership to the graduate faculty at the time of their appointment at Boise State University. Non-tenure-track individuals who occupy an endowed chair, a Clinical Faculty position, or a Research Faculty position also may be recommended for Graduate Faculty status for the entire period during which they occupy their position. Their appointment shall be made by the Dean of the Graduate College. Graduate Faculty may chair project, thesis or dissertation committees (hereafter collectively referred to as "committees") if they have a departmental endorsement, as outlined below.

Procedure for appointment: To recommend an individual for Graduate Faculty status, the Department Chair or Head of Academic Unit shall make a written request directly to the Graduate Dean. That request must include a Graduate Faculty Nomination form and a current copy of the individual's curriculum vitae, not to exceed four pages in length. Should a department hire a faculty member and not want that individual to be appointed to the Graduate Faculty, the Department Chair or Head of Academic Unit shall make such a request, on department letterhead, to the Graduate Dean. Thorough justification must be provided in the letter, which also must include a current copy of the individual's curriculum vitae.

2. **Emeritus Graduate Faculty:** Emeritus Faculty who were members of the Graduate Faculty prior to retirement may be retained as Emeritus Graduate Faculty for an initial term of up to seven years. Emeritus Graduate Faculty may chair committees if they have a departmental endorsement, as outlined below.

Procedure for appointment of Emeritus Graduate Faculty: The initial appointment of Emeritus Faculty will begin once 1) the individual receives Emeritus status, and 2) the Graduate Dean approves a Graduate Faculty Nomination form from the department chair. These appointments are renewable for terms of up to seven years. Written requests for subsequent terms are initiated by the Department Chair or Head of Academic Unit and reviewed by the Graduate Council.

3. **Adjunct Graduate Faculty:** Non-tenure-track faculty with a terminal degree for their discipline and who are otherwise qualified to assume all the privileges and duties of a Graduate Faculty member may be appointed to Adjunct Graduate Faculty status by the Graduate Council for a fixed term not to exceed seven years. Non-tenure track, non-faculty appointees and tenure-track faculty at other universities also may be given Adjunct Graduate Faculty status by the Graduate Council for a fixed term not to exceed seven years. Adjunct Graduate Faculty may chair committees if they have a departmental endorsement, as outlined below.

Procedure for appointment: The Department Chair or Head of Academic Unit shall submit a Graduate Faculty Nomination form to the Graduate Council justifying the appointment, accompanied by the individual's curriculum vitae, not to exceed four pages in length. These appointments are renewable for terms of up to seven years. Written requests for subsequent terms are initiated by the department and reviewed by the Graduate Council. (Note: An individual with Adjunct Graduate Faculty status does not have to participate in the entire spectrum of Graduate Faculty privileges and duties; the appointment simply reflects that the individual is qualified to do so.)

4. **Affiliate Graduate Faculty:** Individuals without a terminal degree for their discipline who are qualified to assume limited, narrowly-defined privileges and duties may be admitted as affiliates to the Graduate Faculty for a fixed term not to exceed three years. For example, a community member with specialized knowledge or expertise in English may be recruited to teach scientific writing to Biology graduate students. Affiliate Graduate Faculty may not chair committees.

Procedure for appointment: The Department Chair or Head of Academic Unit shall submit a Graduate Faculty Nomination form to the Graduate Council justifying the appointment, accompanied by the individual's curriculum vitae, not to exceed four pages in length. These appointments are renewable for terms of up to three years. Written requests for subsequent terms are initiated by the department and reviewed by the Graduate Council.

5. **Exceptions:** Any exceptions to these guidelines must be approved by the Graduate Dean.

Privileges and Duties

All graduate faculty members may teach graduate courses and/or serve on committees, as outlined above.

To direct committees a Graduate Faculty, Emeritus Graduate Faculty, or Adjunct Graduate Faculty member must have an endorsement from their home department, which is communicated to the Graduate Council by the department. Endorsement follows a review process appropriate for the home department and approved by the Graduate Dean. The endorsement form will be maintained on the Graduate College website.

In cases where a new Graduate Faculty member (typically an assistant professor) is chairing his/her first thesis or dissertation committee, a member of the thesis or dissertation committee with departmental endorsement is asked by the Program Coordinator to serve as an administrative advisor to the committee chair. The administrative advisor will counsel the committee chair regarding policy and/or procedural matters to help ensure the smooth progression of the student through the program. However, this is strictly an advisory position, and the committee chair retains the same responsibilities and duties as any other committee chair in the program.

Adjunct Graduate Faculty members may chair thesis or dissertation committees. However, the Program Coordinator will ask a tenured or tenure-track Graduate Faculty member who is on the committee and who possesses the departmental endorsement to serve as administrative co-chair. The latter individual acts as an administrative advisor to the chair on policy and/or procedural matters, as described in #3, above. However, because the committee chair is not a member of the official faculty and may not be fully conversant with all of Boise State University's policies and procedures, the administrative co-chair has formal responsibilities for ensuring that university policies and procedures related to 1) the development, submission, and defense of the thesis or dissertation and 2) the progression of the student through the program (i.e., submission of the Application for Admission to Candidacy form, Completion of Graduate Degree form, and the Report of Culminating Activity form) are addressed in a timely fashion. An Adjunct Graduate Faculty committee chair retains the same authority and responsibility for mentoring the graduate student on content issues related to the thesis or dissertation as a Graduate Faculty committee chair.

Only tenure-track and tenured members of the Graduate Faculty may vote on issues related to the Faculty Senate.