

## GRADUATE FACULTY MEMBERSHIP

### PREPARATION OF MATERIALS

Prepare a statement (see COVER LETTER FOR GRADUATE FACULTY MEMBERSHIP APPLICATION) which addresses all three standards for Graduate Faculty Membership (Limit of two typed pages) and **submit an updated vita** along with that statement. Please note that while a sustained pattern of activity in each area is optimal, activities conducted within the previous three years will be the basis for graduate faculty status considerations. Regular members must demonstrate a sustained pattern of achievement in all three standards. Associate members must demonstrate achievements relevant to all three standards. Persons with special qualifications who do not meet standards for associate or regular membership must follow the same procedures for review, approval, and continuation as a regular or associate member. The standards are listed below:

#### A. Active Scholarship

The faculty member has consistently engaged in scholarly activities during the previous three years. Indicators should include peer reviewed publications and presentations, research and writing, development of grant proposals, funded projects or evaluation projects. Other indicators include editor, reviewer, referee of articles or grant proposals, and creative and artistic endeavors.

#### B. Contributions to the Field of Study

The faculty member has consistently contributed to his/her field of study during the previous three years. Indicators include development of curricular and instructional models, curriculum implementation projects, evaluation projects, teaching graduate courses, recognition of creative achievement, post-doctoral fellowships, production of new knowledge, leadership or other prominent involvement in professional organizations, and dedication to education.

#### C. Mentoring Experience

The faculty member has consistently shown concern for students during the previous three years. Indicators include quality of advising and mentoring, facilitating learners' scholarly development, member and chair or co-chair of doctoral committees, and creating professional experiences for learners.

Revised 3/20/07

**GRADUATE FACULTY MEMBERSHIP**

**APPLICATION FORM**

**NOTE::** An updated vita and the COVER LETTER FOR GRADUATE FACULTY MEMBERSHIP APPLICATION **must** be included with this form for all graduate faculty renewal and change of status applications. While a sustained pattern of activity in each area is optimal, activities conducted within the previous three years will be the basis for graduate faculty status considerations.

1. THIS PERSON'S NAME AS TO BE USED IN GRADUATE FACULTY LISTINGS (GS Catalog, Mailings, etc.) Example: James A. Doe, Jr.

\_\_\_\_\_

2. CURRENT ACADEMIC RANK AND FIELD \_\_\_\_\_  
Examples: Associate Professor of Education Psychology (or)  
Research Associate Professor

3. DATE OF CURRENT APPOINTMENT \_\_\_\_\_

4. TENURE TRACK OR TENURE APPOINTMENT YES \_\_\_\_\_ NO \_\_\_\_\_

5. PROGRAM \_\_\_\_\_ 6. DIVISION \_\_\_\_\_

7. ADMINISTRATIVE TITLE (if applicable) \_\_\_\_\_  
Example: Director, Division of Education

8. THIS APPLICATION IS FOR THE FOLLOWING:

\_\_\_\_ Change of Status (including New memberships)

\_\_\_\_ Renewal of Existing Status

RECOMMENDATION OF ANNUAL REVIEW CHAIR AND DEPARTMENT CHAIR OR IMMEDIATE SUPERVISOR (Faculty in the WVU Cooperative Doctoral program must have signatures from **both** their Department Chair **and** the Cooperative Program Coordinator.)

\_\_\_\_\_ RECOMMENDED as a REGULAR member

\_\_\_\_\_ RECOMMENDED as an ASSOCIATE member

\_\_\_\_\_ DO NOT RECOMMEND

RATIONALE:

By

\_\_\_\_\_  
(Signature of Annual Review Chair)

\_\_\_\_\_  
(Date)

By

\_\_\_\_\_  
(Signature of Chair, Supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Cooperative Coordinator, if applicable)

\_\_\_\_\_  
(Date)

ACTION BY THE ACADEMIC AFFAIRS COMMITTEE (CEHS)

\_\_\_\_\_ Approved as a REGULAR Member for a three year term

\_\_\_\_\_ Approved as an ASSOCIATE Member for a three year term

\_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
(Signature of Chair, Academic Affairs)

\_\_\_\_\_  
(Date)

DEAN'S APPROVAL, COLLEGE OF EDUCATION AND HUMAN SERVICES

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **COVER LETTER FOR GRADUATE FACULTY MEMBERSHIP APPLICATION**

**[Insert Faculty Name Here]**

I would like to be considered for Graduate Faculty membership at West Virginia University, College of Education and Human Services. I have been involved in activities that I feel would qualify me for membership. I understand that only activities within the previous three years are to be considered in my application for Graduate Faculty membership. These activities are outlined below.

[Note: Include any additional activities you believe fall under categories A, B, and C even if they are not subcategories currently indicated on this form.]

### **A. Active Scholarship**

Indicators should include peer reviewed publications and presentations, research and writing, development of grant proposals, funded projects or evaluation projects. Other indicators include editor, reviewer, referee of articles or grant proposals, and creative and artistic endeavors.

### **B. Contributions to the Field of Study**

Indicators include development of curricular and instructional models, curriculum implementation projects, evaluation projects, teaching graduate courses, recognition of creative achievement, post-doctoral fellowships, production of new knowledge, leadership or other prominent involvement in professional organizations, and dedication to education.

### **C. Mentoring Experience**

Indicators include quality of advising and mentoring, facilitating learners' scholarly development, member and chair or co-chair of doctoral committees, and creating professional experiences for learners.