

University of Maryland Graduate School, Baltimore

APPLICATION FOR MEMBERSHIP ON THE GRADUATE FACULTY

Those who wish to teach graduate level courses, advise graduate students, or serve on thesis or dissertation committees must apply for graduate faculty membership. Applicants should complete this form, specifying the level of membership requested, and attach a curriculum vitae. The application should be accompanied by a letter of endorsement from the Department Chair or Unit Head of the applicant's department and, if the department is not graduate degree-granting, a second letter of endorsement from the director of a graduate program with which the applicant seeks affiliation. The paperwork is endorsed and submitted by the applicant's Department Chair or Unit Head to the Dean of the Graduate School at UMBC or UMB.

Approval Process: Applicants for Associate Graduate Faculty membership will be reviewed by the Office of the Dean of the Graduate School at UMBC or UMB. Applications for Special and Regular Graduate Faculty membership will be referred to the Graduate Faculty Membership Committee for review and recommendation to the Graduate Council for final decision.

Criteria: There are three categories of graduate faculty membership: Regular, Associate, and Special.

Regular and **Associate Membership** share the following criteria:

- applicant holds the highest-earned degree appropriate to the discipline; and,
- participates in or, upon certification of the chair or director, will participate in graduate level instruction and advising.

A **Regular Member** will also:

- have a record of significant participation in graduate level instruction and thesis/dissertation advising; and,
- provide evidence of strong research ability as demonstrated by scholarly publication or creativity.

A **Regular Member** must be appointed full-time (50% or more) in an academic program or department.

An **Associate Member** may be a part-time or full-time appointee.

Special Membership:

- This category is intended for people who do not have appointments in academic departments or programs in UMGSB and for visiting scholars and artists in residence. Department chairs (or equivalent) must nominate Special Members for a specified period, except that full-time faculty from other components of the University System of Maryland may be nominated without time limit.

Letter of Support: A letter of support from the Department Chair or Unit Head is required for each applicant. This letter should specify the level of membership, which is being requested, the basis for recommending this level of membership, and any information needed to support the request that is not readily apparent from the applicant's curriculum vitae. If the department is not graduate degree-granting, a second letter of endorsement from the director of a graduate program with which the applicant seeks affiliation is required.

Curriculum Vitae: An up-to-date curriculum vitae, including biographical data, degrees awarded (date, location, specialization), professional employment, grant support, list of publications (including full pagination, title and authorship), and any other evidence of scholarly or creative activity must accompany the application. Publications should be separated by type (e.g., abstracts, editorials, reviews, scholarly papers, original manuscripts, etc.). Only papers that have appeared or have been accepted for publication should be included.

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This application, including curriculum vitae and letter(s) of support, should be submitted to the Dean of the Graduate School of your respective campus. Incomplete applications will be returned.

Application for <input type="checkbox"/> Regular <input type="checkbox"/> Associate <input type="checkbox"/> Special (Proposed time period: ____ years)	
Name:	Title:
Department/Program:	Campus:
Current Graduate Faculty Status: <input type="checkbox"/> Non-member <input type="checkbox"/> Associate Member (Number of years ____) <input type="checkbox"/> Other: _____	Appointment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Graduate Faculty Activities at _____
University Name

What graduate courses have you taught in the past, or are you currently teaching?

Year	Department	Course Number & Title	Percent of Course Taught

How many examination committees have you served on?

	No. <u>completed</u> as director or co-director	No. <u>completed</u> but not as director or co-director	No. <u>currently</u> under your direction	No. <u>currently</u> under your co-direction	No. <u>currently</u> but not under your direction
Master's Theses					
Ph.D. Dissertations					

Have you participated in the graduate program in other ways (e.g. as a consultant or member of a graduate committee such as the admissions or curriculum committees)? *Please be as specific as possible.*

APPROVAL SIGNATURES

Please **type and sign**

Applicant's Name:	Signature:	Date:
Department Chair or Unit Head's Name:	Signature:	Date:
Graduate Council Confirmation:	Signature:	Date:

If you have been employed at multiple universities please fill out a continuation form for each university.

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Continuation Sheet

Name _____ Department _____

Graduate Faculty Activities at _____
University Name

What graduate courses have you taught in the past, or are you currently teaching?

Year	Department	Course Number & Title	Percent of Course Taught

How many examination committees have you served on?

	No. <u>completed</u> as director or co-director	No. <u>completed</u> but not as director or co-director	No. <u>currently</u> under your direction	No. <u>currently</u> under your co-direction	No. <u>currently</u> but not under your direction
Master's Theses					
Ph.D. Dissertations					

Have you participated in the graduate program in other ways (e.g. as a consultant or member of a graduate committee such as the admissions or curriculum committees)? *Please be as specific as possible.*