

Policy 2160: <https://policy.wright.edu/policy/2160-graduate-faculty-membership>

GFMC Meeting – Nomination packets and Alternative Criteria due to the Graduate School ten calendar days prior to each meeting: <https://www.wright.edu/faculty-senate/committees/graduate-faculty-membership-com>

Nomination pdf form:

https://www.wright.edu/sites/www.wright.edu/files/page/attachments/Graduate_Faculty_Nomination_Form_0.pdf

Alternative Criteria pdf form:

https://www.wright.edu/sites/www.wright.edu/files/page/attachments/Alternative_Criteria_Approval_Form.pdf

GFMC Procedures

Graduate Faculty Nomination Process: <http://www.wright.edu/graduate-school/graduate-faculty-nomination-process>
WEBSITE:

Graduate Faculty Nomination Process

As a member of Wright State's faculty, your engagement is the key to the success of our students and our university. Your involvement in teaching, research, and program administration sets the stage for an academic experience which is second to none.

If you are unable to find the information you want, please feel free to contact the Graduate School via the email address or telephone numbers listed below.

CRITERIA (PER POLICY 2160.3)

Regular graduate faculty membership may be granted to nominees who meet all of criteria a through d below:

- a. an appropriate terminal degree for graduate instruction in the field;
- b. a demonstrated involvement in graduate instruction through teaching and, where applicable, graduate student supervision;
- c. a current (within the past seven years) and relevant record of scholarly or creative accomplishment through metrics such as research, publications, professional activities, and/or creative work (as appropriate to the field);
- d. rank of assistant professor or above in a degree-granting academic unit at Wright State University.

Regular Graduate Faculty membership is normally granted for a period of seven years.

Associate graduate faculty membership may be granted to nominees who:

1. satisfy criteria (a), (b), and (c) above
- OR
2. satisfy criteria specific to the relevant discipline or course(s) as previously approved by the Graduate Faculty Membership Committee. Faculty-approved, discipline-specific, criteria will be used in all cases where they exist.

Associate Graduate Faculty status is normally granted for a period of seven years

PROCESS

In order to nominate a candidate for Graduate Faculty Membership, please complete the following steps:

1. The nomination's originator should fill out the Graduate Faculty Membership Nomination Cover Sheet, **print it, and attach it** to the appropriate documentation as follows:
 - a. *For nominees who are fully affiliated Wright State faculty:*
 - i. The nominator should attach the nomination cover sheet to a hard copy of the nominee's current Curriculum Vitae (for appropriate format and content for the CV, see Appendix B, pp. 156-58 of the [WSU/AAUP-WSU Collective Bargaining Agreement](#)) and forward the resulting packet to the appropriate regular graduate faculty subject matter experts, who should carefully review and, as appropriate, verify the relevant information. (For additional guidance in completing the cover sheet's recommendation table, you may wish to consult the examples at the bottom of this page.)
 - b. *For nominees who are NOT fully affiliated Wright State faculty, nominated for teaching privileges:*
 - i. The nominator should attach the nomination cover sheet to a hard copy of the required documentation for Faculty Credentials per [Policy 2035.2](#), then forward the resulting packet to the appropriate regular graduate faculty subject matter experts. (For additional guidance in completing the cover sheet's recommendation table, you may wish to consult the examples at the bottom of this page.)
 - c. *For nominees who are NOT fully affiliated Wright State faculty, nominated for committee service only:*

- i. The nominator should attach the nomination cover sheet to a hard copy of the nominee's Curriculum Vitae (for **appropriate format and content** for the CV, see Appendix B, pp. 156-58 of the [WSU/AAUP-WSU Collective Bargaining Agreement](#)), which should include information regarding scholarly or creative accomplishment through metrics such as research, publications, professional activities, and/or creative work (as appropriate to the field).
 - d. *For any nominees who do not meet criteria a, b, and c above:*
 - i. If discipline-specific alternative criteria have been approved, reference the appropriate criteria at the bottom of page one on the nomination cover sheet.
 - ii. If discipline-specific alternative criteria have **not** been approved, submit an appropriate document per the process outlined below (under "Approval of Alternative Criteria").
2. Each row of the nomination form's recommendation table must be completed by the party listed in the leftmost column, and the party should then sign on the appropriate line of the cover sheet's second page. In the appropriate columns, each recommender should indicate the following:
- a. the status for which the candidate is being recommended (Regular or Associate);
 - b. the specific course(s) the candidate is being recommended to teach (list by prefix and number, such as ENG 7020, or by inclusive range, such as CHM 5120-8990);
 - c. whether the candidate is being recommended to serve on committees, and at what level(s) (i.e., master's, doctoral, or both);
 - d. whether the candidate is being recommended as eligible to direct doctoral dissertation committees. Please note that doctoral committee directors must hold Regular Graduate Faculty status, and meet any program-specific criteria to direct doctoral dissertations.
 - e. Obtain the first three required signatures as indicated on the second page of the cover sheet.
3. When the first four rows of the recommendation table are complete and the corresponding signatures have been obtained, the packet should be forwarded to the Graduate School, where the dean will review the packet and follow the procedure described in [Policy 2160.5](#).

Graduate Faculty Membership Nomination Form (PDF)

APPROVAL OF ALTERNATIVE CRITERIA

If your department or program wishes to propose criteria other than criteria (a), (b), or (c) in the first paragraph of [Policy 2160.3](#), please submit a copy of the proposed alternative criteria along with the appropriate cover sheet (link below), completed as directed.

Graduate Faculty Alternative Criteria Approval Form (PDF)

EXAMPLES OF RECOMMENDATION TABLES

The first table below indicates the following recommendations:

- The nomination's originator recommends the candidate be approved for associate status to
 - teach two courses: PHY 6450 and PHY 6460
 - serve on master's committees in physics
- The representative of the subject matter experts recommends that the candidate be approved for associate status to teach the two courses, but not to serve on master's committees.
- The college dean concurs with the representative of the **subject matter experts**.

Recommend by:	Regular Status	Associate Status	Teach (course nos.)	Committee member (master's, doctoral, discipline)	Committed director (master's, doctoral, discipline)
Department chair, program director or department or program faculty committee		X	PHY 6450, PHY 6460	PHY Master's	
Representative of the regular graduate faculty subject matter experts		X	PHY 6450, PHY 6460		
College Dean		X	PHY 6450, PHY 6460		

The table below indicates the following recommendations:

- The nomination's originator recommends the candidate be approved for regular status to
 - teach the range of courses PHY 5150- PHY 8990
 - serve on master's committees in physics and chemistry
- The representative of the subject matter experts recommends that the candidate be approved for regular status to teach the range of courses and to serve on master's committees in physics, but not to serve on master's committees in chemistry.
- The college dean concurs with the representative of the **subject matter experts**.

• Recommend by:	Regular Status	Associate Status	Teach (course nos.)	Committee member (master's, doctoral, discipline)	Committed director (master's, doctoral, discipline)
Department chair, program director or department or program faculty committee	X		PHY 5150 - PHY 8990	PHY Master's CHM Master's	
Representative of the regular graduate faculty subject matter experts	X		PHY 5150 - PHY 8990	PHY Master's	
College Dean	X		PHY 5150 - PHY 8990	PHY Master's	

**Wright State University
GRADUATE FACULTY MEMBERSHIP NOMINATION COVER SHEET**

Name of nominee: _____

Academic Rank: _____

Discipline/Specialization: _____

- Check one: New nomination
 Request for modification of status/privileges
 Request for renewal of status/privileges
 Request for Temporary status

Recommendation Table

Recommended by:	Regular status	Associate status	Teach (course nos.)	Committee member (master's, doctoral, discipline)	Committee director (master's, doctoral, discipline)
Department chair, program director, or department or program faculty committee					
Representative of the regular graduate faculty subject matter experts					
College dean					
Graduate School dean					
GFMC chair					

If the candidate does not satisfy criteria (a), (b), and (c) in the first paragraph of [Policy 2160.2](#), please provide the link to the applicable criteria as previously approved by the Graduate Faculty Membership Committee (GFMC) in the space below. If such criteria are being proposed simultaneously with this nomination, please include the proposed criteria in the attached nomination packet and note their inclusion in the space below.

Required Signatures:

Dept. Chair, Program Director, or Program Committee Chair:

(print name) _____
(signature) _____
(date)

Representative of the regular graduate faculty subject matter experts:

(print name) _____
(signature) _____
(date)

College Dean:

(print name) _____
(signature) _____
(date)

Graduate School Dean:

(print name) _____
(signature) _____
(date)

Membership Committee Chair:

(print name) _____
(signature) _____
(date)

**Wright State University
REQUEST FOR APPROVAL OF ALTERNATIVE GRADUATE FACULTY
MEMBERSHIP CRITERIA**

Department or Program: _____

If your department or program wishes to propose criteria for graduate faculty privileges other than criteria (a), (b), or (c) in the first paragraph of [Policy 2160.3](#), please submit a copy of the proposed criteria along with this cover sheet, including the appropriate signatures below indicating approval.

Required Signatures:

Dept. Chair, Program Director, or Program Committee Chair:

(print name) _____
(signature)

Representative of the regular graduate faculty subject matter experts:

(print name) _____
(signature)

College Dean:

(print name) _____
(signature)

Graduate School Dean:

(print name) _____
(signature)

Membership Committee Chair:

(print name) _____
(signature)

SUGGESTION FOR THE GRADUATE SCHOOL WEBSITE:

Graduate Faculty Nomination Process (Policy 2160.3; 2160.4)

REGULAR Graduate Faculty Membership	ASSOCIATE Faculty Membership
<p>a. An appropriate terminal degree for graduate instruction in the field;</p> <p>b. A demonstrated involvement in graduate instruction through teaching and, where applicable, graduate student supervision;</p> <p>c. A current (within the past seven years) and relevant record of scholarly or creative accomplishment through metrics such as research, publications, professional activities, and/or creative work (as appropriate to the field);</p> <p>d. Rank of assistant professor or above in a degree-granting academic unit at Wright State University.</p> <p>REQUIREMENT: CV and GFM Nomination form</p> <p><i>Regular Graduate Faculty membership is granted for a period of seven years.</i></p>	<p>a. An appropriate terminal degree for graduate instruction in the field;</p> <p>b. A demonstrated involvement in graduate instruction through teaching and, where applicable, graduate student supervision;</p> <p>c. A current (within the past seven years) and relevant record of scholarly or creative accomplishment through metrics such as research, publications, professional activities, and/or creative work (as appropriate to the field).</p> <p><i>*If nominee meets these three requirements, then please specify one of the following on the nomination form: Course Prefixes, Course Ranges, or Specific Courses.</i></p> <p>REQUIREMENT: CV and GFM Nomination form</p> <p style="text-align: center;">OR</p> <p>Alternative criteria – if alternative criteria are on file. Demonstration of how the alternative criteria are being met. May be a range of courses or specified course(s).</p> <p>REQUIREMENT: CV, Alternative Criteria, and GFM Nomination form</p> <p style="text-align: center;">OR until January 1, 2021</p> <p>If no alternative criteria – a letter by faculty program director or faculty nominator required – support of the nominee teaching a range of courses or specific courses. Letter from a faculty nominator.</p> <p>REQUIREMENT: CV, Faculty Nominator Letter of Support, and GFM Nomination form</p> <p><i>Associate Graduate Faculty status is granted for a period of seven years.</i></p>
PROVISIONAL Faculty Membership	TEMPORARY Graduate Faculty Membership
<p>This approval is granted by the Dean of the Graduate School for temporary situations where “a new fully affiliated faculty member joins the university and needs to act as a graduate faculty member while the processes of granting Regular Graduate Faculty Status are under way, or while a provision of hire is being completed” (Policy 2160.2).</p> <p><i>Policy 2160.4 – Provisional Graduate Faculty possess all privileges of regular graduate faculty except the privilege to serve as sole chair of thesis or dissertation committees. Provisional graduate faculty may co-chair such committees with a member of the regular graduate faculty and may become the sole chair at such time as the member’s status is upgraded to Regular Graduate Faculty.</i></p> <p>REQUIREMENT: CV and GFM Nomination form</p> <p><i>Provisional Graduate Faculty membership is granted for a period no more than three semesters (Policy 2160.2).</i></p>	<p>This approval is granted by the Dean of the Graduate School for temporary situations where “a unit needs to fill an immediate and unanticipated need for teaching in a graduate program and there is not sufficient time for the nomination to pass through the senate’s formal approval process” (Policy 2160.2).</p> <p><i>Policy 2160.4 – Temporary Graduate Faculty members may teach specific graduate courses for which they have been approved. They may serve on graduate thesis or dissertation committees as governed by this policy and any program specific criteria developed under this policy.</i></p> <p>REQUIREMENT: CV, Faculty Nominator Letter of Support, and GFM Nomination form</p> <p><i>Temporary Graduate Faculty membership is granted for a period no more than three semesters (Policy 2160.2).</i></p>

Wright State University**Graduate Faculty Membership (GFM) Nomination form**

Name of Nominee: _____

Discipline/Specialization: _____

Nomination (may check more than one): Regular; Associate; Temporary; ProvisionalNomination Request: New Nomination; Modification of Status/Privileges; Renewal of Status/Privileges

Request (select all that apply):

 Teach- list course prefixes, course ranges, or specific courses _____ Master's Committee; Doctoral Committee**Required Signatures:**Faculty Nominator Name and Role: Approved

Printed Name _____ Signature _____ Date _____

Role (e.g., "Program Director, Graduate Curriculum Committee Chair," etc.)
_____Department Chair, Director, or Unit Head: Acknowledged

Printed Name _____ Signature _____ Date _____

Graduate School Dean: Acknowledged Approved

Printed Name _____ Signature _____ Date _____

Graduate Faculty Membership Chair: Approved

Printed Name _____ Signature _____ Date _____

Approval of Alternative Criteria (Policy 2035.1; Policy 2160.3)

Department or program proposal of discipline-specific criteria for Associate Faculty membership.

REQUIREMENT: Discipline-specific criteria and GFM Alternative Criteria form**Wright State University****Graduate Faculty Membership (GFM) Alternative Criteria form**Department, Program, or Discipline/Specialization:
_____Request: New Alternative Criteria; Modification of Alternative Criteria**Required Signatures:**Faculty Nominator Name and Role: Approved

Printed Name _____ Signature _____ Date _____
Role _____

Department Chair, Director, or Unit Head: Acknowledged
Printed Name _____ Signature _____ Date _____

Graduate School Dean: Acknowledged
Printed Name _____ Signature _____ Date _____

Graduate Faculty Membership Chair: Approved
Printed Name _____ Signature _____ Date _____