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September 4, 2020

Dear Executive Committee Members,

The Graduate Faculty Membership Committee (GFMC), in conjunction with the Graduate School, would like to change the deadline to submit nominations package for graduate faculty membership from 10 days prior to our GFMC meetings to 14 days. This change was approved by the committee members at our September 4th meeting and will be reflected in our forthcoming meeting minutes. The rationale is to allow a few more days to review packets prior to our meetings by the Graduate School and our committee members. In addition, we expect an increased flow of nomination packets to our committee since a defined expiration date of graduate faculty membership will be needed to replace the n/a status that is associated with many of our current graduate faculty. Further, I would ask the Executive Committee to approve not only this change but to also approve the document demonstrating the procedures from the Graduate School that will be included on their website.

I have provided the Graduate School file showing the changed verbiage that will be displayed on their website.

If you need any further information or materials, please let me know. My email is [Kimberly.lukaszewski@wright.edu](mailto:Kimberly.lukaszewski@wright.edu)

Thank you for your time.

Sincerely,

Kim Lukaszewski, Ph. D  
Chair of the Graduate Faculty Membership Committee  
Associate Professor of Management



# 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.

[To review the definitions and privileges of the four graduate faculty membership categories, please refer to Policy 2160.2 and Policy 2160.4.](#)

## **CRITERIA, TERMS OF MEMBERSHIP, (PER POLICY 2160.3)**

## **AND NOMINATION REQUIREMENTS (PER POLICY 2160.5)**

**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.

[Nomination requirement: Nomination form and Curriculum Vitae](#)

*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

[Nomination requirement: Nomination form and Curriculum Vitae](#)

OR

2. satisfy alternative 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.

[Nomination requirement: Nomination form, Curriculum Vitae, and Alternative Criteria](#)

OR

3. If alternative criteria have not yet been approved, a statement from the nominator outlining the appropriate alternative criteria currently under review may serve as a basis for the Graduate Faculty Membership Committee to recommend **temporary** graduate faculty membership (see temporary membership category below).

Nomination requirements: Nomination form, Curriculum Vitae, and statement from nominator

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

**Provisional graduate faculty membership** may be granted to nominees who:

are newly hired assistant, associate, or full professors, if it is expected that the candidate will fully satisfy the requirements of Regular Graduate Faculty Status after the expiration of an amount of time sufficient to satisfy any provisional conditions of hire (e.g., final defense of an already completed dissertation or any other provisions that may have been negotiated) OR if graduate status is required before completion of the full vetting process.

Nomination requirement: Nomination form and Curriculum Vitae

*Provisional Graduate Faculty Status may be granted for up to three academic semesters.*

**Temporary graduate faculty membership** may be granted to nominees when:

a program has an immediate and unexpected need for graduate instruction and when the nominator provides a letter that addresses the following three items:

1. the privileges to be extended (e.g. course or courses at or above the 5xxx level the candidate will teach, participation in a thesis or dissertation committee, etc.)
2. justification that the person would be reasonably expected to satisfy the requirements of Associate Graduate Faculty status as defined by these policies and by any relevant program-specific criteria documents approved by the Graduate Faculty Membership Committee.
3. a mentorship plan to support the newly appointed temporary graduate faculty member in those cases where the candidate has no prior experience instructing at the graduate level.

Nomination Requirements: Nomination form, Curriculum Vitae, Faculty Nominator Letter of Support.

Temporary Graduate Faculty status is granted for a period of up to three semesters (non-renewable).

## **PROCESS (PER POLICY 2160.5)**

In order to nominate a candidate for Graduate Faculty Membership, please complete the steps below. Please note that nominations requiring consideration by the Graduate Faculty Membership Committee (GFMC) must reach the Graduate School at least fourteen (14) days before the next

GFMC meeting in order to be eligible for such consideration. The GFMC's schedule is published on the Faculty's Senate's GFMC page.

1. The nomination's originator should fill out the Graduate Faculty Membership Nomination form Cover Sheet, print it, and attach it to the appropriate documentation as follows indicated above.
2. ~~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:~~

~~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)~~

2. The nominator should ~~and~~ forward the resulting packet to the appropriate regular graduate faculty subject matter experts (as defined by the appropriate faculty governance body of the department or academic unit hosting the graduate program), 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.)~~

3. The nomination packet should then be forwarded to the Department Chair, Director, or Unit Head for signature.

4. Finally, 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.

~~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.~~
  - ~~i. If discipline-specific alternative criteria have **not** been approved, submit an appropriate document per the process outlined below (under "Approval of Alternative Criteria").~~
- ~~3. 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.~~~~
- ~~5. 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.LINKS:~~

[UNIVERSITY POLICY 2160: GRADUATE FACULTY MEMBERSHIP](#)

[RECOMMENDED CURRICULUM VITAE FORMAT: Appendix B, pp. 156-58 of the WSU/AAUP-WSU Collective Bargaining Agreement](#)).

[GRADUATE FACULTY MEMBERSHIP NOMINATION FORM](#)

[GRADUATE FACULTY ALTERNATIVE CRITERIA APPROVAL FORM](#)

[LIST OF CURRENT WSU GRADUATE FACULTY](#)

[LIST OF CURRENT APPROVED ALTERNATIVE CRITERIA](#)

[MEETING SCHEDULE OF GRADUATE FACULTY MEMBERSHIP COMMITTEE](#)

**[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. Approved criteria can be found on the [Approved Graduate Faculty Alternative Criteria](#) page.

**[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)	Concur
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.~~

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

## GRADUATE SCHOOL

**Location:**

344 Student Union

**Postal Address:**

3640 Colonel Glenn Hwy.  
Dayton, OH 45435

**Hours:**

Monday-Friday 8:30 a.m.-5 p.m.

**Phone:**

937-775-2976

**Fax:**

937-775-2453

**Email:**

wsugrad@wright.edu