

## **Instructions – Faculty from Departments without Graduate Programs**

1. The faculty member completes the “checklist” and submits it with their Curriculum Vitae to his/her chair for recommendation.
2. The Chair completes the “Graduate Faculty Application Form” and sends it with the checklist and CV electronically to the Graduate Program Coordinator, Ms. Searcey in the Office of Research & Graduate Studies, Brody 1N-11. ([searcyk@ecu.edu](mailto:searcyk@ecu.edu))
3. The Graduate Program Coordinator will present the application and recommendation to the BSOM Graduate Studies Committee for approval.
4. After approval, the application and recommendation will be forwarded to the Graduate School.

### **If the Faculty Member has an Adjunct Appointment in a Department with a Graduate Program**

In the event the faculty member seeking graduate faculty appointment has an adjunct or joint appointment in a department with an ongoing graduate program, the faculty member can submit an application through that department’s personnel committee. See: [Procedures for Initial Graduate Faculty Application For Faculty Within a Graduate Program Department](#)