

## **Instructions – Initial Appointment for Faculty from Departments with a Graduate Program**

The policy is unclear for initial appointments thus the following instructions are provided to facilitate the process. Most initial appointments to the graduate faculty should be at the associate level.

1. Complete the BSOM Graduate Faculty “checklist”.
2. Attach a copy of your Curriculum Vitae.
3. Members of the graduate faculty within the applicant's department will be given the opportunity to review each application prior to voting for confirmation. Applications approved by a simple majority will be forwarded to the Department Chair.
4. The Department Chair forwards the “Graduate Faculty Application Form” with the checklist and CV electronically to the Graduate Programs Coordinator, in the Office of Research & Graduate Studies Ms. Searcey ([searceyk@ecu.edu](mailto:searceyk@ecu.edu)), Brody 1N-11, with the request that the application be processed through the university system.
5. The Office of Research & Graduate Studies will forward the application to the Graduate School with memo stating that the department has followed the unit’s evaluation process and at what level of graduate faculty the nominee was approved.