

College of Education Graduate Faculty Appointment Recommendation Form

Part 1: Faculty Information **(To be completed by Faculty)**

Faculty Name: _____ Tenured _____ Tenure-track _____ Fixed-term

Department: _____ Program Area: _____

Part 2: Faculty Review of Curriculum Vitae **(To be completed by Faculty)**

In accordance with the *Faculty Manual Part 2, Section 4* and the approved College of Education Graduate Faculty criteria, I am requesting appointment to the following level of graduate faculty status (please check or circle one):

Graduate Faculty (Requires completion of Part 4) Associate Graduate Faculty (Requires completion of Part 4) Graduate Teaching Faculty (**NO** Part 4 required)

This request is based on information provided on the attached Documentation Checklist (Part 4) if required, my current curriculum vitae (with relevant activities highlighted), and related documentation (as appropriate).

Faculty Member Signature

Faculty Member Name (Printed)

Date

Part 3: Chair Recommendation of Graduate Faculty Status **(To be completed by Department Chair)**

Following a review of this faculty member's curriculum vitae and appropriate documentation, I recommend appointment to the following level of graduate faculty status:

Graduate Faculty Associate Graduate Faculty Graduate Teaching Faculty

This appointment is for: Five years (for tenured faculty)
 Five years or until no longer appointed (for fixed-term faculty)
 Current contract or duration of service (non-tenured probationary & part-time faculty)

Department Chair Signature

Department Chair Name (Printed)

Date

Graduate Faculty Criteria (ECU Faculty Manual & College of Education)

ECU Faculty Manual, Part II, Section 4 - All tenure-track faculty who hold the appropriate terminal degree for the discipline in which they hold their appointments are deemed to be members of the graduate teaching faculty upon their initial appointments. Code units are responsible for notifying the Associate Dean of the college or professional school, as appropriate, and the Dean of the Graduate School of these individuals' appointments and requesting appointment to the graduate teaching faculty. As part of their first evaluation for contract renewal of a probationary appointment, if the code unit wishes the person to become a member or associate member of the graduate faculty, information gathered in the process of contract renewal would be used to support this recommendation and the appropriate documentation would be sent to the Associate Dean of the college. If the code unit wishes the person to remain a member of the graduate teaching faculty, it renews the appointment by notifying the Associate Dean of the college or professional school, the dean of the Graduate School, and the individual involved. If the code unit wishes to remove the person from responsibilities for graduate teaching, it notifies the person, the Associate Dean of the college or professional school and the Dean of the Graduate School.

College of Education Graduate Faculty Criteria

- Graduate Faculty** Membership: A faculty member should have 12 or more points using the point system in Part 4 and three years of post-doctoral teaching experience at a regionally accredited four-year institution of higher education. Tenured and tenure-track faculty may serve on the ECU Graduate Council, teach graduate courses, and chair and serve on thesis/dissertations committees. Fixed-term and part-time faculty may serve on, but not chair thesis/dissertation committees.
- Associate Graduate Faculty** Membership: A faculty member should have 12 or more points using the point system described below. Tenured and tenure-track faculty may serve on the ECU Graduate Council, teach graduate courses, and chair and serve on thesis/dissertation committees. Fixed-term and part-time faculty may serve on, but not chair thesis/dissertation committees.
- Graduate Teaching Faculty** Membership: Criteria stated in *Faculty Manual Part 2, Section 4* apply. May teach graduate courses and may serve, on but not chair thesis/dissertation committees.

Part 4: Recommendation Documentation Checklist**Faculty Name:** _____

- Completion guidelines – **highlight** or **circle** the activity and relevant point(s) below and on your attached Curriculum Vitae to support either Graduate Faculty or Associate Graduate Faculty appointment request.

Activity

Points
 One in past 5 years Two or more in past 5 years

Research

Author or co-author of article in peer-reviewed journal	2	4
Author or co-author of article in a professional journal	1	2
Author or co-author of book chapter	1	2
Author, co-author, or editor of professionally relevant book	2	4
Presented refereed poster, paper or seminar (state or regional)	1	2
Presented refereed poster, paper or seminar (national or international)	1	2
Applied for external research/personnel development/service grant (national)	2	4
Directed/co-directed external research/personnel development/service grant (national)	2	4
Served as key personnel on external research/personnel development/service grant (national)	1	2
Applied for external research/personnel development/service grant (state)	1	2
Directed/co-directed external research/personnel development/service grant (state)	1	2
Served as key personnel on an external research/personnel development/service grant (state)	1	2
Applied for a internal research grant	1	2
Directed/co-directed an internal research grant	1	2

Graduate Teaching (NOTE: If specific activity is not specifically listed on your CV, please attach description)

Directed capstone graduate student research (e.g., Action Research)	1	2
Directed a graduate student thesis	2	4
Directed a graduate student dissertation	2	4
Served on a graduate student's thesis/dissertation committee	1	2
Taught a graduate level course (with evidence of effectiveness and satisfaction)	2	4
Developed a graduate level course	1	2

Leadership

Reviewed research/service proposals for granting agencies	1	2
Served on editorial board for peer-reviewed journals	1	2
Served as an editor of a journal or monograph	2	4
Reviewed proposals for conference	1	2
Coordinated/directed state or national conference	1	2
Served as officer of state, regional, national, or international professional organization	2	4
Served as graduate program coordinator, director, or department chair (w/ a graduate program)	2	4
Served as coordinator for accreditation activities (beyond serving as program coordinator) and/or external reviewer for accreditation	2	4
Additional activity associated with Graduate Faculty status at local, state or regional level (<i>documentation must be provided</i>)	1	2
Additional activity associated with Graduate Faculty status at national or international level (<i>documentation must be provided</i>)	2	4

Total Points: _____

Be sure to attach your CV