



Graduate Faculty Nomination

Nominating Department _____ Date _____

Name of Nominee _____

Highest Degree Earned and Awarding Institution _____

Is this the terminal degree for the nominee's discipline? Yes No

Status requested (Check one; please see category descriptions, below):

Graduate Faculty

- Please submit a current CV for the nominee and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Graduate College, MS-1110.

NOTE: The CV must 1) not exceed three pages in length, 2) include the name of the position the nominee holds (or will hold) at Boise State University, and 3) represent the individual's experience at the graduate level (e.g., teaching, mentoring graduate students, serving on graduate committees, research).

- If nominee will chair project, thesis and/or dissertation committees, then please fill out the Departmental Endorsement form, below.

Adjunct Graduate Faculty

- Please submit a current CV for the nominee and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Graduate College, MS-1110.

- If nominee will chair project, thesis and/or dissertation committees, then please fill out the Departmental Endorsement form, below.
- Number of years to be appointed (Adjunct only, up to seven years): _____
- Justification for appointment

Affiliate Graduate Faculty

- Please submit a current CV for the nominee and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Graduate College, MS-1110.

- Duties to be performed:

master's committee member	dissertation committee member
instructor of graduate course(s)	comprehensive exam administrator

- Number of years to be appointed (Affiliate only, up to three years): _____
- Justification for appointment

Emeritus Graduate Faculty

- Please submit a current CV for the nominee and the original of the Graduate Faculty Nomination form to the office of the Graduate Dean, Graduate College, MS-1110.
- If nominee will chair project, thesis and/or dissertation committees, then please fill out the Departmental Endorsement form, below.
- Number of years to be appointed (Emeritus only, up to seven years): _____

Signature of Department Chair _____ Date _____



Departmental Endorsement to Chair Thesis and/or Dissertation Committees

Endorsing Department/Program _____ Date _____

Name of Endorsee _____

Highest Degree Earned and Awarding Institution _____

Is this the terminal degree for the nominee's discipline? Yes No

The endorsee is:

Graduate Faculty

Adjunct Graduate Faculty

Boise State Emeritus Graduate Faculty

Reminders:

1. **Graduate Faculty** chairing their first project, thesis or dissertation committee must have another committee member with Graduate Faculty status serve as an administrative advisor, who will counsel the committee chair regarding policy and procedural matters as they relate to the student's progression through the program.
2. **Adjunct Graduate Faculty** members who chair thesis or dissertation committees must have another committee member with Graduate Faculty status who agrees to serve as an administrative co-chair. This co-chair has formal responsibilities for ensuring that proper policies and procedures are maintained as they relate to the student's progression through the program.

I confirm, as Department Chairperson, that the above individual has been endorsed by the faculty in my department to serve as Chair on project, thesis and/or dissertation committees.

Signature of Department Chair _____ Date _____

Phone no.: _____

E-mail address: _____

Graduate Faculty Categories and Nomination Procedures (please do not include with nomination form)

Appointment Criteria and Procedures

1. **Graduate Faculty:** All tenure-track faculty members from colleges with graduate programs may be recommended for membership to the graduate faculty at the time of their appointment at Boise State University. Non-tenure-track individuals who occupy an endowed chair or a Research Faculty position also may be recommended for Graduate Faculty status for the entire period during which they occupy their position. Their appointment shall be made by the Dean of the Graduate College. Graduate Faculty may chair project, thesis or dissertation committees (hereafter collectively referred to as "committees") if they have a departmental endorsement, as outlined below.

Procedure for appointment: To recommend an individual for Graduate Faculty status, the Department Chair shall make a written request directly to the Graduate Dean. That request must include the original copy of a Graduate Faculty Nomination form and a current copy of the individual's curriculum vitae. Should a department hire a faculty member and not want that individual to be appointed to the Graduate Faculty, the Department Chair shall make such a request, on department letterhead, to the Graduate Dean. Thorough justification must be provided in the letter, which also must include a current copy of the individual's curriculum vitae.

2. **Emeritus Graduate Faculty:** Emeritus faculty who were members of the Graduate Faculty prior to retirement may be retained as Emeritus Graduate Faculty for an initial term of up to seven years. Emeritus Graduate Faculty may chair committees if they have a departmental endorsement, as outlined below.

Procedure for appointment of Emeritus Graduate Faculty: The initial appointment of Emeritus faculty will begin once 1) the individual receives Emeritus status, and 2) the Graduate Dean approves a Graduate Faculty Nomination form from the department chair. These appointments are renewable for terms of up to seven years. Written requests for subsequent terms are initiated by the Department Chair and reviewed by the Graduate Council.

3. **Adjunct Graduate Faculty:** Non-tenure-track faculty with a terminal degree for their discipline and who are otherwise qualified to assume all the privileges and duties of a Graduate Faculty member may be appointed to Adjunct Graduate Faculty status by the Graduate Council for a fixed term not to exceed seven years. Non-tenure track, non-faculty appointees and tenure-track faculty at other universities also may be given Adjunct Graduate Faculty status by the Graduate Council for a fixed term not to exceed seven years. Adjunct Graduate Faculty may chair committees if they have a departmental endorsement, as outlined below.

Procedure for appointment: The Department Chair shall submit a Graduate Faculty Nomination form to the Graduate Council justifying the appointment, accompanied by the individual's curriculum vitae. These appointments are renewable for terms of up to seven years. Written requests for subsequent terms are initiated by the department and reviewed by the Graduate Council. (*Note: An individual with Adjunct Graduate Faculty status does not have to participate in the entire spectrum of Graduate Faculty privileges and duties; the appointment simply reflects that the individual is qualified to do so.*)

4. **Affiliate Graduate Faculty:** Individuals without a terminal degree for their discipline who are qualified to assume limited, narrowly-defined privileges and duties may be admitted as affiliates to the Graduate Faculty for a fixed term not to exceed three years. For example, a community member with specialized knowledge or expertise in English may be recruited to teach scientific writing to Biology graduate students. Affiliate Graduate Faculty may not chair committees.

Procedure for appointment: The Department Chair shall submit a Graduate Faculty Nomination form to the Graduate Council justifying the appointment, accompanied by the individual's curriculum vitae. These appointments are renewable for terms of up to three years. Written requests for subsequent terms are initiated by the department and reviewed by the Graduate Council.

5. **Exceptions:** Any exceptions to these guidelines must be approved by the Graduate Dean.

Privileges and Duties

1. All graduate faculty members may teach graduate courses and/or serve on committees, as outlined above.
2. To direct committees a Graduate Faculty, Emeritus Graduate Faculty, or Adjunct Graduate Faculty member must have an endorsement from their home department, which is communicated to the Graduate Council by the department. Endorsement follows a review process appropriate for the home department and approved by the Graduate Dean. The endorsement form will be maintained on the Graduate College website.
3. In cases where a new Graduate Faculty member (typically an assistant professor) is chairing his/her first thesis or dissertation committee, a member of the thesis or dissertation committee with departmental endorsement is asked by the Program Coordinator to serve as an administrative advisor to the committee chair. The administrative advisor will counsel the committee chair regarding policy and/or procedural matters to help ensure the smooth progression of the student through the program. However, this is strictly an advisory position, and the committee chair retains the same responsibilities and duties as any other committee chair in the program.
4. Adjunct Graduate Faculty members may chair thesis or dissertation committees. However, the Program Coordinator will ask a tenured or tenure-track Graduate Faculty member who is on the committee and who possesses the departmental endorsement to serve as administrative co-chair. The latter individual acts as an administrative advisor to the chair on policy and/or procedural matters, as described in #3, above. However, because the committee chair is not a member of the official faculty and may not be fully conversant with all of Boise State University's policies and procedures, the administrative co-chair has formal responsibilities for ensuring that university policies and procedures related to 1) the development, submission, and defense of the thesis or dissertation and 2) the progression of the student through the program (i.e., submission of the Application for Admission to Candidacy form, Completion of Graduate Degree form, and the Report of Culminating Activity form) are addressed in a timely fashion. An Adjunct Graduate Faculty committee chair retains the same authority and responsibility for mentoring the graduate student on content issues related to the thesis or dissertation as a Graduate Faculty committee chair.
5. Only tenure-track and tenured members of the Graduate Faculty may vote on issues related to the Faculty Senate.