

## APPLICATION FOR APPOINTMENT TO THE GRADUATE FACULTY

Please submit this form and the appropriate attachments to the Graduate College Dean's Office, 330 Waterman Building or [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu) (email preferred).

**For electronic submissions, please combine all documents into one PDF prior to sending to Department Chair and Academic Dean in order to preserve signatures.**

Applicant Name : \_\_\_\_\_ Academic Degree: \_\_\_\_\_

UVM Address: \_\_\_\_\_

Telephone : \_\_\_\_\_ Email Address: \_\_\_\_\_

Academic Title: \_\_\_\_\_ UVM Appointment Date: \_\_\_\_\_

Tenure Track: Y \_\_\_ N \_\_\_

LCOM applicants Non-Tenure Track → Please note pathway: \_\_\_ Clinical \_\_\_ Educator \_\_\_ Research

Membership Category:

\_\_\_ Research and Scholarship-Based

\_\_\_ Practitioner-Based

Membership Type (Faculty Status): \_\_\_ Regular \_\_\_ Emeritus \_\_\_ Adjunct (must appear in People Soft as adjunct faculty)

Department/Program \_\_\_\_\_

### **Please attach (see pages 3-4 for detailed instructions):**

1. Brief explanation of your current and anticipated role in graduate education in your department and/or other UVM departments or programs
2. Letter of support for graduate faculty status from your department chair (or equivalent).
3. Updated curriculum vitae
4. If you are in a department without a graduate program, and would like to be affiliated with a specific program, please also include a letter of support from the graduate program director of the graduate program(s) with which you would like to be affiliated
5. Signature of both the Chair and Academic Dean or Designee of the College or School in which your position is located

**Complete the top part of the signature form on page 2 of application.**

## SIGNATURES

Please use an electronic signature or sign after printing.

APPLICANT (print) \_\_\_\_\_

APPLICANT (sign) \_\_\_\_\_

DATE \_\_\_\_\_

I certify that the above individual meets the criteria for graduate faculty status defined by the Graduate College Constitution, that their role in graduate education is as outlined, and endorse the individual's appointment at this time. **Please note that both signatures below are required.**

CHAIR (print) \_\_\_\_\_

CHAIR (sign) \_\_\_\_\_

DATE \_\_\_\_\_

ACADEMIC DEAN\* (print) \_\_\_\_\_

ACADEMIC DEAN\* (sign) \_\_\_\_\_

DATE \_\_\_\_\_

\*Academic Dean or Designee of the College or School in which your position is located.

-----  
Note: **Do not complete the section below.** The Dean of the Graduate College will sign after the application has been approved.

Approved (print) \_\_\_\_\_

Approved (sign) \_\_\_\_\_

DATE \_\_\_\_\_

Dean of the Graduate College

-----  
If you have questions while completing this form, please contact:

Rhonda Lynn (*she/her/hers*)

Assistant to the Dean, UVM Graduate College

t: 802-656-1461 e: [Rhonda.Lynn@uvm.edu](mailto:Rhonda.Lynn@uvm.edu)

## Submission

Please submit this form and the appropriate attachments to:

Graduate College Dean's Office or email the completed packet to: [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu) (email preferred)

## Graduate Faculty Criteria and Application Procedures

University faculty members eligible for membership in the graduate faculty (“eligible faculty”) are those holding a primary or adjunct appointment as an Officer of Instruction, Officer of Research, Officer of Extension, Officer of the Libraries, or Clinical Faculty at the rank of Professor, Associate Professor, Assistant Professor, or Senior Lecturer. Emeriti faculty who were members of the Graduate Faculty when they became emeriti are also eligible.

Individuals may become members of the Graduate College by application to the Dean of the Graduate College upon or following initial tenure track, research, clinical, extension or library faculty appointment providing the following criteria are met:

- a. Candidates for either membership type must hold the highest academic degree in their field or have earned unusual professional distinction.
  - I. Research and scholarship-based applicants must additionally show evidence of competent and sustained scholarship and/or research appropriate to the discipline.
  - II. Practitioner-based applicants must additionally show that they hold licensure and/or credentials as appropriate and demonstrate excellence and leadership in their practice.

Application materials consist of the following:

1. A completed application form with signatures (attached)
2. A brief explanation of your current and anticipated role in graduate education in your department and/or other UVM departments or programs
3. Letter of support for graduate faculty status from your department chair (or equivalent) supporting the nomination and commenting on your prior experience with and anticipated role in graduate education, and on your effectiveness in scholarly work
4. An updated curriculum vitae that includes the following information:
  - a. For Research and Scholarship-Based Applicants:
    - Name and title at UVM
    - Educational and employment history
    - Membership on thesis/dissertation committees within the last ten years
    - Graduate course instruction within the last ten years
    - Other service to graduate education within the last ten years
    - Scholarly activities within the last ten years, including:
      - Published book, monograph, or other extended work (e.g. musical composition, work of art, videotape, recording, software)
      - Refereed/juried articles, book chapters
      - Refereed/juried presentations (e.g. lectures, concerts)
      - Invited presentations
  - Grants and contracts received within the last ten years
  - Other scholarly activity (e.g. professional service, membership in learned societies, reviewing activity, non-refereed articles and presentations)

b. For Practitioner-Based Applicants:

- Name and title at UVM
- Educational and employment history
- Membership on thesis/dissertation and/or graduate capstone or oral examination committees within the last ten years
- Graduate course instruction within the last ten years
- Other service to graduate education within the last ten years
- Licensure and/or credentials as appropriate
- Evidence of excellence and leadership in their professional activities within the last ten years, such as:
  - Practicum/clinical experience
  - Graduate level supervision experience
  - Leadership roles in the field
  - Graduate level mentorship
  - National recognition
  - Service in the field
  - Professional affiliations
- Scholarly activity (e.g. publications, presentations, or other scholarly activities appropriate to the discipline, grants and contracts received within the last ten years)

5. If you are in a department without a graduate program, and would like to be affiliated with a specific program, please also include a letter of support from the graduate program director of the graduate program(s) with which you would like to be affiliated