

Appointment to Graduate Faculty Process

All faculty appointments, except for tenured or tenured-track faculty who are automatically appointed, must be signed off by the College (dean or associate dean) which the appointment is being made. The completed Faculty Appointment Form and supporting documents must be routed to the Graduate School via AdobeSign.

Regular Appointment:

- Tenured or tenure-track faculty are automatically appointed and remain continuously appointed until they separate from campus or there is a request to remove them from a graduate appointment.
- Clinical Faculty, Senior Instructors, or Research Faculty who have a doctorate in the appropriate discipline can be requested to be appointed as Regular Faculty. This can go directly to the Graduate School Dean for approval (rather than to GEC for a vote).
- Any other requests for a Regular appointment must go through GEC.

Special:

- All individuals who are responsible for determining if program standards are met (i.e., teaching, research supervision, exam or thesis committees) should be appointed to the Graduate School. If they are not a Regular appointment, they need to be appointed as Special.
- Programs are permitted to appoint individuals either for specific activities (e.g., specific courses, or student projects) OR for approved content expertise areas (e.g., approved for grad courses in the area of forensic nursing). If the latter is being used, this expertise must be clearly articulated in the letter (if letter is required).
- Special appointments can be for up to a three year appointment, but can be for less time. People need to be reappointed at expiration of term.
- Faculty with a special appointment must have the qualifications needed to complete the assigned responsibilities. This is typically determined by credentials (i.e., terminal degree in the same field) or by *Tested Experience*, as defined in the [HLC requirements](#).
 - If the faculty has the terminal degree (typically doctorate in the discipline), submit the faculty appointment form and curriculum vita with education listed (CV) to the Graduate School.
 - If the faculty does not have the terminal degree, then a justification needs to be made based on *tested experience*.
 - If the department has criteria for *Tested Experience* that have been approved by the Provost and are on file with the Graduate School, and the dean or associate dean certifies that the faculty member meets those criteria, then a justification letter is not needed. Submit the faculty appointment form and CV to the Graduate School.
 - If the department does not have approved criteria for *Tested Experience*, the department will be required to submit a letter of support with the faculty appointment form and candidate CV. See information about letter content below.
- Those who have been appointed before and are not changing approved task areas can be reappointed by submitting a form which simply checks the “renewal” box on the form and submit a current CV.

Instructions for Letters to Support Faculty Appointments

- If a person has a doctorate degree in the specific area of focus, then a letter is not needed.
- If there are approved criteria for *Tested Experience* (per [HLC requirements](#)) on file in Graduate School and the dean or associate dean certifies that the faculty member meets those criteria, then a letter is not needed.
- If there are no approved criteria, then a letter documenting the person's qualifications for teaching or serving on thesis committee must be provided with the request.
- Letters should include the following information
 - State the roles that you are allowing the faculty to do: teaching (specific courses or a specified content area of courses) or student thesis committee activity (specific student or for students in a specified area of content)
 - Summarize the specific education and work experience the person has that makes them qualified for the roles that you specified above. Work experience should be linked to the task and go beyond restating what is in the vita.
 - If the individual will be supervising student research, then they should have appropriate research experience. If they are supervising a PhD student's research, they should be active in research.
 - This is not a letter of recommendation. It is outlining the qualifications to meet HLC requirements for the tasks that go beyond credentialing based on degree.