

# Clayton State University Graduate Faculty Application

The completed and signed Graduate Faculty application form and required supporting documentation should be submitted to the School of Graduate Studies at least two weeks prior to the Graduate Council meeting in which you wish to have the application reviewed. The required supporting documentation must be attached to the application form. The supporting documentation should reflect professional activities for the six-year period preceding the date of application. Please note, you must also submit an electronic copy of the Graduate Faculty Application form and documentation by email to schoolofgradstudies@clayton.edu; however it is not necessary to submit an electronic copy of the supporting documents, such as articles.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Graduate Faculty Application : New                      Renewal

Current Academic Rank:  Assistant Professor     Associate Professor     Professor

Tenured/Tenure Track: \_\_\_\_\_ Department: \_\_\_\_\_

Highest Degree Earned:  Ph.D.     Ed. D.     MFA     Other \_\_\_\_\_

Name of Institution That Highest Degree Was Earned: \_\_\_\_\_

Year That Highest Degree Was Earned: \_\_\_\_\_

Specific Discipline Area of Highest Degree: \_\_\_\_\_

Graduate Membership Status Requested:                       Full                       Associate                       Affiliate

Number of years of experience as a full time faculty member, by University, including Clayton State University:

No previous experience as a full time university faculty member

University: Clayton State University                      Years experience: \_\_\_\_\_

University: \_\_\_\_\_                      Years experience: \_\_\_\_\_

University: \_\_\_\_\_                      Years experience: \_\_\_\_\_

Total Years of Experience: \_\_\_\_\_

\_\_\_\_\_  
Graduate Program Director                      Date \_\_\_\_\_

\_\_\_\_\_  
Department Chair                      Date \_\_\_\_\_

\_\_\_\_\_  
Dean of the College or School                      Date \_\_\_\_\_

*To be completed by the Graduate School upon recommendation of Graduate Council*

Approved Status:                       Full                       Associate                       Affiliate

\_\_\_\_\_  
Dean, School of Graduate Studies                      Date: \_\_\_\_\_

# Graduate Faculty Application Documentation Format

For faculty applying for full member, associate member, or affiliate member status please conform to the following outline when submitting your application. Please use appropriate disciplinary citations for publications and list professional activities in descending date order. Please attach hard copies of all publications for the last six calendar years preceding the year of application.

## 1. Research/Creative and Professional Activities

- a) Authoring for nationally distributed instruments—that is instruments that are recognized by the Council as meeting the generally acceptable standards of the field.---resulting in publication of one book or at least two book chapters by academic presses with appropriate review processes, or at least two articles in refereed journals in the last six calendar years preceding the year of application; or juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution of national scope and reputation; and/or published complete conference proceedings as recognized by the Council as meeting the generally acceptable standards of the field resulting in at least two presentations in the last six calendar years preceding the year of application;
- b) Authoring for regional, state, and non-refereed instruments (including papers or abstracts in conference proceedings) resulting in at least two publications in the last five calendar years preceding the year of application (nationally distributed publications not utilized in a. above may be applied in b.); and/or Juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution or regional or state scope and reputation resulting in at least two presentations in the last five calendar years of application;
- c) Service as a member of graduate student research advisory committees, which results in the completion of professional papers, theses, or dissertations.
- d) Development of new graduate courses or recent effective teaching of graduate courses. Evidence may be drawn from a faculty member's recent Annual Performance Review: Evaluation and Recommendations, Student Course Evaluations, and other evaluative methods used by the faculty member's department.
- e) Serving on editorial boards of scholarly journals; editing scholarly books or reviewing manuscripts; publishing book reviews in the discipline; or reviewing grant proposals for major funding agencies.
- f) Authoring grant proposals and contracts resulting in at least one externally funded grant in the last five calendar years preceding the year of application;
- g) Presentations on programs of professional and scholarly organizations during at least two of the last five years preceding the year of application (nationally distributed publications not utilized in a. above may be applied in d.);
- h) Holding offices in professional and scholarly organizations during at least two of the last five years preceding the year of application.
- i) Consulting, commissions, and other professional endeavors related to the discipline that reflected credit on the University and/or service to enhance the graduate program performed during the last five calendar years preceding the year of application.