

UNIVERSITY OF CENTRAL ARKANSAS GRADUATE FACULTY APPLICATION

LEAVE BLANK

Council Action _____

Signature _____

Graduate Dean

Date _____

Name of Applicant (type or print) _____ Department _____

Present Rank: Current UCA Employment Status: FT ___ PT ___ Tenured _____ Tenured Track _____ Non/Tenure Track _____

I. Documents to be Submitted by Applicant

- A. Attach a current, typed vita of applicant addressing the following:
1. Educational Background, including college/university attended, degree, date of degree
 2. Employment Background, including place, position, and date of employment
 3. Undergraduate Teaching Experience, including college/university, date, courses
 4. Graduate Teaching Experience, including college/university, date, courses
 5. Scholarship, including research, performances, exhibits, clinical practice as relevant
 6. Other contributions to the graduate program and professional activities consistent with that participation
 7. Relevant Non-academic Experiences
- B. Attach copy of most recent graduate transcripts, if not already on file in the Graduate Office.

Applicant's Signature _____ Date _____

II. Supporting Recommendations

Applicants for membership must be recommended by the graduate faculty within the department, the department chairperson, and the college dean.

Attachments from these parties should illustrate how the applicant will contribute to the graduate program and/or the unique or important characteristics he/she brings to the program.

Departmental Graduate Faculty Appraisal: ATTACH AN IN-DEPTH STATEMENT.

Do you recommend approval? ___ Yes ___ No When would you recommend review? ___ Three-Year or ___ Eight-Year

Department Graduate Faculty Chair Signature: _____ Date: _____

Department Chairperson Appraisal: ATTACH AN IN-DEPTH STATEMENT.

List Courses applicant will teach:

5000 Level _____

6000 Level _____

7000 Level _____

Do you recommend for approval? ___ Yes ___ No When would you recommend review? ___ Three-Year or ___ Eight-Year

Department Chair Signature: _____ Date: _____

College Dean Appraisal: ATTACH AN IN-DEPTH STATEMENT.

Do you recommend for approval? ___ Yes ___ No When would you recommend Review? ___ Three year or ___ Eight Year

College Dean Signature: _____ Date: _____

Graduate Faculty Membership

A faculty member applying for graduate faculty membership should hold graduate degree(s) appropriate to the teaching field in which the graduate assignment is sought as determined by the applicant's department. Evidence of professional achievement and/or promise in teaching and scholarship should be presented. Membership allows a faculty member all rights and privileges associated with graduate faculty status. Members are expected to engage actively in the graduate program of the University and to pursue professional activities consistent with that participation. Specific assignments are the responsibility of the department chair.

_____ **Membership with review after three years:** Three-year membership may be granted to those applicants who need to document productivity in their fields. No more than two consecutive three-year appointments will be granted to any individual. At the conclusion of the initial three-year membership, application for an eight-year membership may be initiated on the basis of those activities or one additional three-year membership may be sought.

_____ **Membership with review after eight years:** Eight-year membership may be granted after a three-year membership appointment or initially to those faculty having prior graduate teaching experience and who are established in their field. At the conclusion of the eight-year membership, application for another membership may be initiated.

NOTE:

The term of graduate faculty membership will not exceed any probationary period for tenure and should not be interpreted as a commitment by the University for continued employment beyond the probationary period.

Adjunct faculty and non-tenurable full-time faculty are appointed for a specified period as defined in the letter of appointment. Although they may be granted terms of graduate faculty membership for multiple years, this does not imply a commitment for employment beyond the expiration of a term appointment.

DIRECTIONS:

1. Submit completed application with current vita and transcripts. Incomplete applications will not be considered by the Graduate Council.
2. Application must be received by the Graduate School Office by the first of the month for action that month.
3. Additions to the listed courses designated by the department chairperson as the courses the applicant will teach requires a memo from the chairperson to the Graduate Dean.