Graduate Faculty Application Form

OP 64.10 grants graduate faculty status to all members of the full-time tenure/tenure track faculty of graduate degree-conferring units of Texas Tech University. These individuals become members of the graduate faculty upon appointment to the university unless the Graduate School receives notification from the college of the faculty member that he or she should not be included.

Those being nominated for graduate faculty must meet the university-wide criteria of: (a) possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved; (b) evidence of current interest and involvement in scholarly research and/or creative activity; and (c) successful experience in the teaching, counseling, and/or direction of students at the graduate level (this requirement does not apply to individuals who have recently completed their terminal degrees).

Faculty with other types of appointments at Texas Tech University (e.g., research professors, professors of practice, faculty with administrative assignments and/or ex officio appointments, international exchange faculty) may be conferred graduate faculty membership upon nomination by their academic department, unit, or college. If conferred, these individuals cannot chair but can co-chair master's and doctoral committees. Additional permissions are described in section 3.b of the OP.

Submitting an Application

Applications for adjunct graduate faculty status are reviewed by the Graduate Faculty subcommittee of the Graduate Council and approved by majority vote by the Graduate Council. This is a limited term appointment with the length of the approval aligning with the department's graduate program review cycle. At the time of the review, previously approved individuals may be nominated for continued appointments subject to approval by the Graduate Council.

Completed applications are submitted to the Associate Dean for Graduate Programs in the Graduate School. The applications are initially reviewed by the Graduate Faculty subcommittee of the Graduate Council. If the application is deemed to meet the requirements of OP 64.10, the application is advanced to the Graduate Council for final consideration and possible approval. These two approval bodies meet nine times during the academic year. For specific meeting dates, contact the Associate Dean for Graduate Programs.

Instructions

1. Fully complete application prior to peer faculty voting and administrative signatures to ensure full information is provided prior to decisions being made. Fields outlined in red are required fields.

2. Additional restrictions placed on this individual by the Department or home College should be listed on the application before the peer evaluation voting process.

3. Unless otherwise noted, responses to professional history sections for the applicant should be limited to the past five years.

TEXAS TECH UNIVERSITY
Graduate School™

Graduate Faculty Application Form
Confirmation / Reappointment

Name: **Department/Unit**:

Title: **Date Submitted**:   **Appointment Date**:

TTU Email: **Phone**:   **Mail Stop**:

Address: **City**:   **State**:   **Zip code**:

Added Restrictions:

Rationale for This Request *(Chair completes)*

Peer Evaluation Vote: Appointed or elected departmental subcommittee, or all members of the Graduate Faculty, according to department/area policy.

	# Approve	# Disapprove	#Abstain

Peer Evaluation Representative/Chair (*if applicable*)

Approve	Disapprove	Signature	
			Printed Name

Chair, Department/Area

Approve	Disapprove	Signature	
			Printed Name

College Dean (*of department submitting this application*)

Approve	Disapprove	Signature	
			Printed Name

Revised 10/30/20

![Texas Tech University Graduate School logo]

Please include complete and specific information in each category as outlined below. Do not handwrite. Do NOT attach a CV/resume as a substitute. Where indicated, limit responses to the last five years.

I. **Academic Background.** *(Begin with last degree; include post-doctoral work. Include degree, field/major, institution, and year awarded.)*

II. **Professional Experience – Academic and Non-academic.** *(Begin with present position. Include position title, institution/ agency, and years in position.)*

III. **Direction of Graduate Students.** *(List completed theses and dissertations directed / chaired in the last five years. Include student's name, degree, institution, and year completed.)*

IV. **Other Service on Graduate Committees.** *(Exclude those listed in Section III above. Include student's name, degree, institution, and year completed during the past five years.)*

V. Graduate Courses Taught. *(List courses taught during the past five years listing each course number only once Include the institution, course numbers, course title, and year(s) taught.)*

VI. Published Research and Creative Activity. *(List articles, books, and creative activities pertinent to your discipline completed during the past five years. Do not include in-house reports. List abstracts and papers presented at professional meetings in VII below. For publications and creative activities, provide complete authorship information and titles and dates. For performances, fully describe performances, showings, compositions, etc., for items in the Fine Arts and related areas to help Graduate Council understand the significance/impact of the work.)*

VII. Professional Papers and Abstracts.

VIII. Grant and Contract Activity. *(List grants, contracts or other types of sponsored research activity in the last five years. Include title of the proposal, date, and the sponsoring agency; dollar amount is optional. Include proposals that (a) were evaluated by an appropriate peer group, (b) made a contribution to graduate education, and (c) indicate which ones were funded.)*

IX. Current Participation in Professional Associations. *(Include association name; years meetings attended; offices, participation, etc.; editorial positions; referee for journals, proposals, etc.; service on award panels, juries, etc.)*

X. **Other Professional Activities that Contribute to Graduate Education.** *(List items such as software development, new course development, adjudications, service on government panels, symposia or conferences organized, consulting for state and federal organizations, honors and awards received, etc.)*