



**Application for Appointment to the
Graduate Faculty of
Northern Michigan University**

This form is to be filled out by the applicant's department head. If Graduate Faculty Status is requested for a department head or administrator, the form should be submitted by their immediate supervisor. Download the form to complete and save as PDF. The completed form can be printed to obtain appropriate signatures, or emailed to graduate@nmu.edu where it will be uploaded to Right Signature for electronic signatures.

Renewal

1. Name of Applicant:

2. NMU employee: Yes No Department requesting GFS:

3. Current position: Administrator Special Instructor Instructor

 Assistant Professor Associate Professor Professor

 Contingent Adjunct Continuing Contract

4. Contract status: Tenure-track Tenured Contingent Term

5. Highest degree earned: PhD DNP EdS MA

 MBA MFA MIS MPA MS MSW

 Other:

6. What is the terminal degree in the applicant's discipline?

7. Has the applicant taught graduate courses before? Yes No

8: What specifically will the applicant do? (Check all that apply)

 Teach a graduate-level course

 What course(s):

 Serve on a graduate thesis committee

 Chair a graduate thesis committee

 Other (please specify):

Applicant:

9. If the candidate does not have a terminal degree in the discipline they will be teaching, or is a non-NMU employee, provide a detailed explanation of what special training and expertise they possess and what special circumstances justify their receiving graduate faculty status. (If more space is needed, please attached a separate statement with candidate's qualifications.)

Requested:

Level 3 Graduate Faculty

Level 2 Graduate Faculty: *Select term* 1-year 2-year 3-year

Level 1 Graduate Faculty: *Select term* 1-year 2-year 3-year

LEVELS OF GRADUATE FACULTY STATUS

Level 3 Graduate Faculty Status

Level 3 status is for NMU employees who have earned a terminal degree in their field and are:

- tenure-track, or
- tenured, or
- have earned continuing contract status and have been promoted

A person at this level can teach graduate courses, serve on, and chair thesis committees. Once Level 3 status is obtained, there is no term limit (though GFS will rescind 5 years post retirement). However, GPC can review a faculty member's level 3 status upon request from the department head or dean.

Level 2 Graduate Faculty Status

Level 2 status is for NMU employees who are not eligible for Level 3 graduate faculty status but possess a terminal degree in their field. A person at this level can teach graduate courses, serve on, and chair thesis committees. Level 2 status can be requested for 1 to 3 years.

Level 1 Graduate Faculty Status

Level 1 status is for:

- adjunct or contingent faculty, or
- non-NMU employees, or
- those who do not have a terminal degree in their field

If applicant does not have a terminal degree, an explanation from the department head should state why, specifically, the individual should be eligible. A person at this level can teach graduate courses and serve on thesis committees, but not chair them. Level 1 status can be requested for 1 to 3 years.

Applicant:

TO BE INCLUDED WITH ALL GRADUATE FACULTY STATUS APPLICATIONS:

- This form, completed and signed (*Include typed/printed name of Director, Dept Head and Chair*)
- Current curriculum vitae of applicant (*please make sure CV is updated*)
- Evidence of appropriate additional study or experience (*if not listed in the curriculum vitae*)

Application materials should be emailed to the College of Graduate Studies and Research at graduate@nmu.edu.

Approvals:

Graduate Program Director Date

Department Head Date

Chair, Graduate Programs Committee Date

College of Graduate Studies & Research Dean Dean Lisa Eckert Date

Rev 09/2023