



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. Save this PDF form to your hard drive, make a copy, and then fill it out in Acrobat. 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.

1. Name of Applicant:

2. NMU Employee? Yes No Department:

3. Current Position: Administrator Special Instructor Instructor
Assistant Professor Associate Professor Professor
Contingent Adjunct

4. Contract status: Tenure-track Tenured Continuing Term

5. Highest degree earned: PhD DNP MFA MBA MPA MA
MS EdD Other (specify):

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):

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.

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 graduate faculty status is obtained, there is no term limit. 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 the 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.

TO BE INCLUDED WITH ALL GRADUATE FACULTY STATUS APPLICATIONS:

1. This form, completed and signed.
2. Current curriculum vitae of applicant (please make sure CV is updated).
3. Evidence of appropriate additional study or experience (if not listed in the curriculum vitae.)

Application materials should be submitted to the Office of Graduate Education and Research, 401 Cohodas, 227-2300, graduate@nmu.edu.

Approvals

Department Program Director of Graduate Studies Print Name: _____ Date _____

Department Head Name: _____ Date _____

Chair, Graduate Programs Committee _____ Date _____

Office of Graduate Education and Research _____ Date _____
Updated 05/25/2021