

Application For  
**ASSOCIATE GRADUATE FACULTY STATUS**

This form is to be used as a cover sheet for applications to associate graduate faculty status.

According to the NKU *Faculty Handbook* (Part One, Section I.K, approved by the Faculty Senate 12/03), faculty appointed to associate graduate faculty status may

- a. teach or supervise graduate students;
- b. advise graduate students;
- c. serve on, but not chair, a thesis committee.

For initial appointment, a minimum of an appropriate terminal degree, or a Master's degree plus at least five years of professionally relevant work experience, is required. No graduate teaching experience is required for an initial appointment to associate graduate faculty status.

For reappointment, there must be evidence that the faculty member is an effective educator at the graduate level (unless the person has had no opportunity to work with graduate students while holding this status). You will need to include from the last four years the graduate classes you have taught, how many classes you have taught, and the semesters they were offered. The signature of the chair of your department is intended as an endorsement of your effectiveness.

Associate graduate faculty members may apply for full graduate faculty status as soon as they have satisfied the criteria for that status.

**To serve on Graduate Council, to serve as a director of a graduate program, or to vote on graduate faculty issues, you must apply and be approved for *full* graduate faculty status.**

All graduate courses are taught by graduate faculty appointed to do so by a specific department and may teach courses only within those department designators or Education methods courses within the faculty member's discipline. Graduate Council is responsible for granting graduate faculty status. The term for associate graduate faculty status is two years.

*Please type all information.*

Name: \_\_\_\_\_ Tenured / tenure track:  Yes  No

Department in which you will teach graduate courses: \_\_\_\_\_

Highest Degree Earned: \_\_\_\_\_ Is this a terminal degree in your teaching area?  Yes  No

*Please attach vita excerpts or documents relevant to:*

- work experience in areas related to teaching discipline (if seeking initial appointment without a terminal degree)
- evidence of activity as an effective graduate educator (if seeking reappointment)

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Dean

\_\_\_\_\_  
Date

Please return this application to Dr. Peg Griffin in the Office of Graduate Programs.