

Alcorn State University
APPLICATION FOR MEMBERSHIP
ON THE GRADUATE FACULTY

Name: _____

Academic Unit: _____

Academic Rank:

____ Professor ____ Assoc. Professor ____ Asst. Professor
____ Adjunct

Type of appointment sought:

____ New Appointment ____ Reappointment

Level of Appointment applying for: (check one)

____ ASU Full Member
____ ASU Associate Member
____ ASU Professional Affiliate

Highest Degree Earned _____

*NOTE: Only Regular (tenure-track) Faculty are eligible for consideration of appointment to **Full or Associate Graduate Faculty status.***

Signature of Applicant

Date signed

(For NEW APPOINTMENTS, Applicants should attach Faculty Biographical Data prepared, according to the attached outline, or current curriculum vitae which provides similar information. For applications for REAPPOINTMENT, nominees are encouraged to include faculty evaluations, academic course evaluations completed by students, professional accolades, appointments, publications, and research.

Evaluative Comments/Recommendations:

1. Dept/Academic Unit Chair:

Signature: _____

Date signed: _____

2. Dean of Academic Unit:

Signature: _____

Date signed: _____

Approved: _____

Date Approved: _____

Graduate Studies Administrator

**Application Procedure: Appointment or
Reappointment to Alcorn State University
Graduate Faculty**

1. The Graduate Faculty Applicant forwards the completed application, vitae and supporting documentation to his/her academic unit chair or Dean for review and further processing. Only one copy of the application and credentials required.
2. The academic unit chair and at least three faculty in the unit review the application, add evaluative comments and recommendations, and chair forwards the application and supporting documentation to the academic unit dean for comments and evaluation. Approved application must be signed by the Academic Unit Chair and Academic Unit Dean.
3. After adding evaluative comments, recommendation and signing the application, the dean or academic unit chair forwards the original application and credentials to the Office of Graduate Studies Administrator.
4. The Graduate Studies Administrator checks application for completeness and adherence to Graduate Faculty Appointment Criteria and Procedures before submitting the application to the Graduate Council for review and action.
5. The Alcorn State University Graduate Council convenes and renders a decision based on the contents of the application and credentials of the applicant.
6. Graduate School Administrator forwards written decision to applicant and academic unit chair.

GUIDELINES FOR PREPARING **FACULTY BIOGRAPHICAL DATA TO
ACCOMPANY AN**

Alcorn State University
**APPLICATION FOR APPOINTMENT
ON THE GRADUATE FACULTY**

Please answer all questions using a standard Vitae format. All information should be current. Please attach an addendum, as needed, for any information not already documented in the **Curriculum Vitae**.

1. Name
2. Present position and rank (with year of appointment)
3. School, Department/Discipline
4. Membership (with year of appointment): Graduate Faculty
5. Education (list all degrees held, including field, institutions and dates awarded)
6. Academic positions and ranks held at Alcorn State University and elsewhere (give dates and institutions)
7. Administrative appointments with dates of service in each institution
8. Service on University-wide, campus-wide, school or departmental committees at Alcorn
9. Professional affiliations and activities (list memberships, appointments, and offices held in national, regional and local professional organizations and agencies, with dates)
10. Examples of community-related service (include involvement in continuing education/extension, workshops, conferences, etc.)
11. Non-academic professional experience (position or titles, names of company, dates of service)
12. Honors and special recognitions
13. Graduate courses taught, if applicable, at Alcorn and elsewhere during the past five years
14. Involvement or experience in directing graduate work, if applicable. List theses directed and membership on thesis supervisory committee, last five years
15. Support received for research and other scholarly or creative activities
16. Presentations at professional meetings, last five years. Give titles, associations and dates
17. Research and other scholarly or creative activities. List all publications or creative works, with year and place of publication, performance or exhibitions, etc. Include publications or creative works, with year and place of publication, performance or exhibitions, etc. Include publications accepted or submitted, major commissions, inclusion of works of art in major collection, and significant citations and reviews of publications or creative works. Use appendix if necessary or more appropriate.
18. Current projects, research interests, work in progress (research and other scholarly and creative activities)
19. Additional professional qualifications or activities (list those items and information, such as consulting, that are not included in any of the above questions)
20. Date and Signature.