

### **NOMINATION PROCEDURES for New Graduate Faculty Appointment**

Graduate Faculty appointments are intended for faculty members who will serve on the graduate faculty on a continuing basis in order to engage in graduate or professional teaching, productive scholarship, and directing graduate-level research.

#### **Procedures**

Nomination materials are to be submitted in both electronic form via email for the Graduate Council to review, as well as paper form via campus mail for the permanent Graduate Council files.

1. The nomination form should be completed and signed by the Department Chair.
2. The electronic version of the form, as well as a copy of the nominee's curriculum vitae, should be e-mailed to Ms. Sarah Lafferty at [slaffert@wfu.edu](mailto:slaffert@wfu.edu).
3. The signed paper copy of the form and paper copy of the nominee's CV should be sent via interoffice mail to Ms. Sarah Lafferty, Graduate School at Brookstown, Suite 305, 200 Brookstown Avenue, Winston-Salem, NC 27101. (Please note that a supplementary letter is NOT needed.)
4. The Graduate Council will review the nomination and determine if the nomination should be put forth to the Graduate Dean for approval.
5. The Deans of the Graduate School of Arts and Sciences will approve or deny the nomination, acting for the Board of Trustees.
6. The faculty nominee and nominating department chair will be notified in writing of the decision, and a hard copy will be kept on file in the Graduate School Dean's office.

### **TEMPORARY Graduate Faculty Status**

Temporary Graduate Faculty status may be granted when a faculty member is asked to provide specific activities related to student research and education such as serving on a graduate student's thesis or dissertation committee. Temporary graduate faculty remains in effect for the duration of the student's degree program. There is no form to complete when requesting Temporary Graduate Faculty status, rather a letter or an email is sent as described below.

#### **Procedures:**

1. The graduate student asks the faculty member to serve on his/her committee.
2. The student's advisor, graduate program director, or department chair submits a letter or an email, along with a copy of the nominee's curriculum vita, to the Graduate School Dean's Drs. Dwayne Godwin and Brad Jones. The letter should include the name of the faculty member, the name of the student, and the reason(s) why temporary graduate faculty status is sought. For faculty with academic appointments, approval by the faculty's department chair must be indicated.
3. The faculty nominee and the nominator will be notified via email, with a paper copy being kept on file at the respective graduate school office (Reynolda or Bowman Gray Campus).

Initial election to the graduate faculty of the Graduate School of Arts and Sciences requires a terminal (post-baccalaureate) degree and potential for graduate or professional teaching, productive scholarship, and directing graduate-level research. Membership is reviewed every five years for continuation based on criteria listed in Section 3 of the bylaws (<http://graduate.wfu.edu/faculty/>).

**Please provide the information requested in each area listed below.**

A. Name of Faculty Nominee: \_\_\_\_\_

Current Position: \_\_\_\_\_ Email: \_\_\_\_\_

Department of Faculty Nominee: \_\_\_\_\_

Primary Graduate Program Affiliation of Faculty Nominee: \_\_\_\_\_

Terminal degree and date achieved: \_\_\_\_\_ (degree/s) \_\_\_\_\_ (discipline) \_\_\_\_\_ (date)

B. Purpose for requesting Graduate Faculty membership (1-2 sentences):

\_\_\_\_\_  
\_\_\_\_\_

C. Please summarize experience or planned participation in the areas listed below:

1. Graduate or professional teaching: \_\_\_\_\_

\_\_\_\_\_

2. Scholarship as demonstrated by publications or other professionally acceptable achievement.

\_\_\_\_\_  
\_\_\_\_\_

3. Service on a graduate student's thesis, dissertation, or project committee.

\_\_\_\_\_  
\_\_\_\_\_

4. Other valuable contributions to the graduate programs of Wake Forest University or other institutions.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Department Chair

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

Please **email** this completed form plus a copy of nominee's CV to [slaffert@wfu.edu](mailto:slaffert@wfu.edu), and **mail** hard copies of both to Ms. Sarah Lafferty, Graduate School at Brookstown, Suite 305, 200 Brookstown Ave. Winston-Salem, NC 27101.

Recommended by Graduate Council:  Yes  No Date \_\_\_\_\_

Date of Election \_\_\_\_\_

\_\_\_\_\_  
Dean's Signature on behalf of the Board of Trustees