

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. **Please submit the electronic version of the form and the nominee's curriculum vitae as one combined PDF.**
 - **Reynolda Campus Faculty should email nomination packets to Sarah Simpson at slaffert@wfu.edu.**
 - **Bowman Gray and Medical School Faculty should email nomination packets to Jennie McGuire at jrmcguir@wakehealth.edu.**
3. The signed paper copy of the form and paper copy of the nominee's CV should be sent via interoffice mail to Sarah Simpson, 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 combine this completed form and a copy of nominee's CV into one PDF.**
- **Reynolda Campus Faculty, please email this packet to slaffert@wfu.edu.**
- **Bowman Gray and Medical School Faculty, please email this packet to jrmcguir@wakehealth.edu.**
- **Please mail hard copies of both to Sarah Simpson, Graduate School at Brookstown, Suite 305, 200 Brookstown Ave. Winston-Salem, NC 27101.**

Recommended by Graduate Council: Yes No Date _____

Dean's Signature on behalf of the Board of Trustees