WAKE FOREST UNIVERSITY
GRADUATE SCHOOL *of* ARTS & SCIENCES

Nomination Procedures *for*
Graduate Faculty Appointment

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. The minimum criteria for Wake Forest University faculty initial election to membership on the Graduate Faculty shall be an earned terminal degree beyond the baccalaureate degree, and potential for graduate or professional teaching, productive scholarship, and directing graduate-level research.

Graduate Faculty Re-credentialing Information

Graduate Faculty membership is reviewed every five years for continuation based on the criteria listed in Section 3 of the Bylaws of the Graduate Faculty.

Graduate Faculty members due for re-credentialing will receive a request from the Graduate School Office. If your membership has lapsed, please complete the re-credentialing form.
The **Graduate Faculty Re-credentialing Form** and the Bylaws of the Graduate Faculty can be found at https://graduate.wfu.edu/graduate-faculty-resources/

Procedures

Nomination materials are to be submitted **electronically via email** for Graduate Council review.

1. The nomination form should be completed and signed by the Department Chair.
2. **Please submit 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.
    - Biomedical and Medical School Faculty should email nomination packets to Jennie McGuire at Jennie.McGuire@Advocatehealth.org.
3. The Graduate Council will review the nomination and determine if the nomination should be put forth to the Graduate Dean for approval.
4. The Dean of the Graduate School of Arts and Sciences will approve or deny the nomination, acting for the Board of Trustees.

WAKE FOREST UNIVERSITY
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Nomination Form *for* Graduate Faculty Membership

Initial election to the graduate faculty of the Graduate School of Arts & 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 of the Graduate 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
- **Biomedical and Medical School Faculty, please email this packet to:** Jennie.McGuire@Advocatehealth.org

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Recommended by Graduate Council: ☐ Yes ☐ No Date _____

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Dean's Signature on behalf of the Board of Trustees