

APPOINTMENT RECOMMENDATION/QUALIFICATIONS FORM

Full-time Faculty and Non-Full-time Positions

NAME ID NUMBER
Last first middle initial

ADDRESS

DEPARTMENT DISCIPLINE

Proficient in English, oral and written Yes No

FULL-TIME POSITION

- a. Instructor
- b. Assistant Professor
- c. Associate Professor

- d. Full Professor
- e. Other
List: _____

TYPE OF APPOINTMENT

- a. temporary
- b. probationary
- c. tenured

NON FULL-TIME POSITION

- a. GANT
- b. GAT
- c. GAR

Hours enrolled
 Graduate hours completed

- d. PTI
- e. ADJUNCT PROFESSOR
- f. OTHER List: _____

DATE APPOINTMENT BEGINS _____ DURATION OF APPOINTMENT _____

TOTAL SALARY FTE ACCOUNT NUMBER

DEGREES:

Doctorate: _____ Major: _____ Year: _____
 Master's: _____ Major: _____ Year: _____
 Baccalaureate: _____ Major: _____ Year: _____

EXPERIENCES - CERTIFICATIONS:

COURSES of RESPONSIBILITY/QUALIFICATIONS: (List prefix, number, and title; check appropriate box)

<input type="checkbox"/> Terminal Degree in Teaching Area <input type="checkbox"/> Master's Degree in Teaching Area <input type="checkbox"/> 18 Graduate Hours or more in Teaching Area	<input type="checkbox"/> Certifications/Licensures <input type="checkbox"/> Specific Professional Experience <input type="checkbox"/> Other
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PERFORMANCE EVALUATIONS (if applicable)

STATEMENT OF QUALIFICATION (rationale for assignments)

NOTE:

For faculty requiring Graduate Faculty Status, please complete Page 3 and route to Graduate School for approval and signature before VPAA approval and signature; if no Graduate Faculty Status is required, please send to VPAA.

FACULTY _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

DEAN _____ DATE _____

GRADUATE DEAN _____ DATE _____

VPAA _____ DATE _____

Attach:	1. Vitae Sheet (one original)	4. Copy of Job Advertisement (if full time faculty)
	2. Transcripts (one original)	5. List of advertising outlets (if full time faculty)
	3. Copy of Certification documents (one copy)	VPAA Use:

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected by this form.
 Original to VPAA; copy to dean, graduate dean, department head, personnel, faculty, Institutional Research

Graduate Faculty Membership: The following are the three levels of Graduate Faculty Membership, with corresponding privileges: *Graduate Faculty Fellow; Graduate Faculty Tenured; Graduate Faculty Affiliate*. For more information, see the Graduate Faculty Membership description in the WTAMU Faculty Handbook.

All membership levels require approval by the Academic Department and College. Completion of this section of the Academic Affairs Appointment Recommendation form serves as the application and approval process for Graduate Faculty membership. **Instructions:** **1)** Select the appropriate faculty category (Fellow, Tenured, or Affiliate). **2)** With regard to the minimum privileges listed in each graduate faculty membership category, departments and colleges may choose to assign: a) all privileges (check the “All” box, or a selection of privileges by using a “Y” for *yes* or “N” for *no* in each box. **3)** If a desired privilege is not included in the minimum privileges for the membership category, the College/Department may add privileges through an endorsement.

Department _____ Program _____

- 1) Please select one category (then check the boxes associated with the category in the “Y” for *yes* or “N” for *no* listing below):
 _____ **Fellow** (Assistant Professors and Full-Time Instructors) _____ **Tenured** (only for Tenured Associate and Full Professors)
 _____ **Affiliate** (External members: part/time; adjunct; etc.)
- 2) Based on the category selected above, select the associated privileges (below) by indicating “Y” or “No”. Or, check the “All” box to request all privileges in the associated category.

Fellow:

Tenured (includes all Fellow Privileges) plus:

<input type="checkbox"/>	Enter “Y” for All Fellow privileges
<input type="checkbox"/>	If not assigning “All” privileges, select individual privileges in each box, below’ using “Y” and “N”.
<input type="checkbox"/>	Teach graduate courses
<input type="checkbox"/>	Advise curriculum
<input type="checkbox"/>	Recruit graduate students
<input type="checkbox"/>	Participate in comprehensive exams
<input type="checkbox"/>	Thesis/Dissertation Committee Member
<input type="checkbox"/>	Co-Chair Thesis/Dissertation
<input type="checkbox"/>	Voting Graduate Faculty Member
<input type="checkbox"/>	Serve as Graduate Program Director
<input type="checkbox"/>	*Serve on Graduate Council
<input type="checkbox"/>	Other (please specify endorsement, below):

<input type="checkbox"/>	Enter “Y” for All Fellow and Tenured privileges
<input type="checkbox"/>	If not assigning “All” privileges, select individual privileges in each box, below’ using “Y” and “N”.
<input type="checkbox"/>	Thesis/Dissertation Committee Member
<input type="checkbox"/>	*Serve on Graduate Council
Affiliate: (“Y” or “N”)	
<input type="checkbox"/>	Teach graduate courses
<input type="checkbox"/>	Advise curriculum
<input type="checkbox"/>	Recruit graduate students
<input type="checkbox"/>	Participate in comprehensive exams
<input type="checkbox"/>	Thesis/Dissertation Committee Member
<input type="checkbox"/>	Co-Chair Thesis/Dissertation

*Preference for Graduate Council membership is for: a) *Graduate Faculty-Fellow* members who serve in the role of program directors and b) for *Graduate Faculty-Tenured* members (both graduate program directors and nonprogram directors). Graduate Council membership is selected according to the WTAMU Faculty Handbook.

- 3) **Endorsement:** When special consideration is requested for an individual to participate in a graduate privilege to which they are not assigned as per the minimum categories above, a **graduate endorsement** may be sought. Endorsements are provided to individuals that demonstrate evidence of the qualities and skills deemed necessary by the nominating department, College, and Graduate School (Graduate Council) to fulfill the graduate role being requested. Faculty seeking to serve a graduate role in a department outside their own discipline must request and receive approval by the associated department and College.

_____ **Endorsement** (Check, with “Y”, if seeking an additional graduate privilege for the applicable category above. Please describe and briefly justify below.)

Description of endorsement privilege sought:

Graduate School Use: _____ Endorsement Approved _____ Endorsement Not Approved

Date: _____ Comment: _____

Section I: The following three levels of Graduate Faculty Membership, with corresponding privileges, require approval by the Academic Department and College: *Graduate Faculty Fellow; Graduate Faculty Tenured; Graduate Faculty Affiliate*. With regard to the minimum privileges listed in each graduate faculty membership category, departments and colleges may choose to assign: a) all privileges, b) a selection of privileges, or c) add privileges (through an endorsement, see section II).

Appointment:	Member:	Approval Process:	Privileges:
Graduate Faculty - Fellow	<ul style="list-style-type: none"> ➤ Assistant Professor ➤ Full-time Instructors 	<ul style="list-style-type: none"> • Approved by Department and College • Must meet criteria of teaching as per SAC Faculty Credentials, 3.7.1. (documented on the Appointment Recommendation/Qualifications Form -ARQF) • Removal of status is determined by Department and College or by employment termination • Submission and continuous update of ARQF. Teaching only in areas approved through the ARQF (as per SACS standard 3.7.1) 	Fellow Graduate Faculty privileges may include: <ul style="list-style-type: none"> • Teach graduate courses • Advise curriculum • Recruit graduate students • Participate in comprehensive examinations • Thesis/Dissertation Committee Member • Co-Chair Thesis/Dissertation • Voting Graduate Faculty Member • Serve as graduate program director • Serve on Graduate Council*
Graduate Faculty - Tenured	<ul style="list-style-type: none"> ➤ Professor ➤ Associate Professor 	<ul style="list-style-type: none"> • Approved by Department and College • Must meet criteria of teaching as per SAC Faculty Credentials, 3.7.1. (documented by the ARQF) • Removal of status is determined by Department and College or by employment termination. • Submit and continuous update of ARQF. Teaching only in areas approved through the Academic Qualifications Statement (as per SACS standard 3.7.1) 	"Fellow" Graduate Faculty privileges plus: <ul style="list-style-type: none"> • Chair Thesis/Dissertation • Serve on Graduate Council*

*Preference for Graduate Council membership is for a) *Graduate Faculty-Fellow* members who serve in the role of program directors and b) for *Graduate Faculty-Tenured* members (both graduate program directors and nonprogram directors).

Graduate Faculty-Affiliate	<ul style="list-style-type: none"> ➤ Retired WTAMU Faculty ➤ A&M System Faculty* ➤ WTAMU Part-Time Instructors ➤ WTAMU Adjunct ➤ Other External Individuals 	<ul style="list-style-type: none"> • Approved by Department and College • Approved names submitted to Graduate School • No Renewal Process • Removal of status is determined by department and College or by employment termination. • Teaching only in areas approved through the ARQF (as per SACS standard 3.7.1) 	<ul style="list-style-type: none"> • Teach graduate courses • Advise curriculum • Recruit graduate students • Participate in comprehensive examinations • Thesis/Dissertation Committee Member • Co-Chair Thesis/Dissertation <p>Must seek graduate faculty endorsement for other graduate privileges.</p>
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*TAMU System graduate faculty procedures also apply.

Section II: The membership categories below must be approved by Department, College, and Graduate School

When special consideration is requested for an individual to participate in a graduate privilege to which they are not assigned as per the minimum categories above, a **graduate endorsement** may be sought. Endorsements are provided to individuals that demonstrate evidence of the qualities and skills deemed necessary by the nominating department, College and Graduate School to fulfill the graduate associated role being requested.

Graduate Faculty – Special Endorsement	All membership categories	<ul style="list-style-type: none"> • Must apply for the endorsement status by completing and submitting the ARQF • Graduate Council and Graduate Dean will review application and appoint status (must also have department and college approval) • 5-year renewable term (tenure track faculty are not required to renew as they will matriculate to Graduate Faculty Tenured) 	<ul style="list-style-type: none"> • Teach graduate courses • Advise curriculum • Recruit graduate students • Participate in comprehensive examinations • Thesis/Dissertation Committee Member • Co-Chair Thesis/Dissertation • Chair Thesis/Dissertation • Voting Graduate Faculty Member • Serve as graduate program director
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