**Associate Graduate Faculty Status Form**

**(To Serve on Graduate Student Committees in Area of Expertise)**

The Associate Graduate Faculty Status is changed effective for Fall 2018.

Verification and approval of credentials for teaching will occur at the time faculty and instructors are hired and therefore this new procedure supersedes the original purpose of using Associate Graduate Faculty status as a credentialing check for graduate courses.

In view of these changes, the proposed amendments to the Associate Graduate Faculty Status include three basic changes:

1. It removes the credential verification process for teaching which is now done by the Provost’s Office at the time of hiring for all faculty and instructors.
2. It provides limited rights to the status of Associate Graduate Faculty, such as being able to serve as a regular member on a thesis committee. It also limits other rights, for example, Associate members cannot chair a thesis committee or be a voting member of the Graduate Council.
3. It makes Associate status permanent (for UNI employees) rather than year-to-year renewable.

**Approved by Graduate Council July 18, 2018**

The purpose of this Associate Graduate Faculty Status Form is to confer individuals, who are not part of the regular graduate faculty at UNI, limited rights in their area of expertise. Individuals granted this status will be able to serve as a regular member on a thesis or dissertation committee or on a graduate student research project committee in their area of expertise. However, Associate members cannot act as chair of graduate committees or be a voting member of the Graduate Council.

Qualifications needed for Associate Graduate Faculty Status:

* Must possess, at a minimum, an earned Master’s Degree appropriate to the discipline from an accredited or internally recognized institution.
* Must possess relevant professional (or practical-oriented) expertise at the level of student interaction.
* Exceptions may be granted by the Graduate Dean with the approval of the Graduate Council.

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| **UNI ID:** |  | **Email Address:** |  |
| **First Name:** |  | **Phone:** |  |
| **Middle Name:** |  | **Office Address:** |  |
| **Last Name:** |  | **Campus Zip:** |  |
| **Department:** |  | | |
| **Academic Rank & Title:** |  | | |

**Education** (most recent degree first):

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| --- | --- | --- | --- |
| **Institution** | **Degree** | **Major Field** | **Date** |
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Reason of assignment request. Service is limited to the level of the highest degree attained by the faculty member. (choose all that apply)

Serve on a thesis committee

Serve on a dissertation committee

Serve on a research project committee

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| Provide information on area of expertise associated with requesting the Associate Graduate Faculty Status:  (1,000 character limit) |
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| Explain in detail why expertise is relevant to the graduate program (100 to 200 words): (1,000 character limit) |
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**IMPORTANT INFORMATION: Approval of this form is permanent for the specific assignments requested for the specific area of expertise listed on the form. This does NOT provide Associate Graduate Faculty Status for any reasons or areas of expertise that are not listed on this form.**

**SUBMISSION INSTRUCTIONS**: Obtain department approval signatures and send this form with the faculty member’s current CV to the Graduate College – 110 Lang Hall to the attention of Rubina Chowdhury.

You will be notified by the Graduate College via email if your request for Associate Graduate Faculty Status is approved.

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| Grad Faculty Department Chair | Date |  | Rubina Chowdhury-GC Approver | Date |
|  |  |  |  |  |
| Department Head | Date |  | Gabriela Olivares-Int Grad College Dean | Date |