


# REQUEST FOR APPOINTMENT IN THE GRADUATE FACULTY


## TYPE:

- A. Regular (Initial appointment at UWG)
- B. Re-Appointment (following tenure or post-tenure review)
- C. Temporary Appointment
- D. Permission to Teach\*

### Instructions/Appointment Eligibility

1. Attach a current vita and list the graduate level courses the recommended faculty member is qualified to teach.
2. For temporary appointments of part-time, one-year, emeritus, WebMBA or visiting faculty, the department chair should attach a statement indicating the circumstances for appointment and qualifications of the recommended faculty member to teach or supervise research at the graduate level and a list of the duties the person recommended will undertake.
3. Non-tenure track full time faculty, part-time faculty, and adjunct faculty may be reviewed for permission to teach graduate classes concurrent with (or after) official appointment to the UWG faculty. In order to receive permission to teach graduate classes, non-tenure track full-time faculty, part-time faculty and adjunct faculty must:

 Have some experience teaching graduate level classes or demonstrate high potential for effective teaching at the graduate level as evidenced by undergraduate teaching record, scholarly activity or professional experience in a particular area related to the course or other assignment;

 Hold a terminal degree, or in unusual cases, have demonstrated exceptional scholarly activity or professional experience.

\*Permission to teach and temporary appointments do not constitute graduate faculty status.

[Adapted from Kennesaw State University Policy]

Name \_\_\_\_\_

Department or Program \_\_\_\_\_

Graduate Program(s) to which the candidate will contribute \_\_\_\_\_

Academic Rank and Title \_\_\_\_\_

Highest Degree Earned \_\_\_\_\_ Institution \_\_\_\_\_

For Temporary Appointment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**OR**

For Regular Appointment or Reappointment: Beginning \_\_\_\_\_

**OR**

For Permission to Teach: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

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

Dean of Graduate School \_\_\_\_\_

Date of COGS Approval \_\_\_\_\_