

MEMORANDUM

TO: Office of the President

FROM:
(Name of Departmental Chairperson) (Name of Department)

VIA: (1) Dean of the College
(2) Dean of the College of Graduate Studies
(3) Vice President for Academic Affairs

DATE:

RE: NOMINATION FOR APPOINTMENT TO **FULL MEMBERSHIP** ON THE GRADUATE FACULTY

The purpose of this memorandum is to nominate _____ for appointment to **Full Membership** on the Graduate Faculty on the basis of the following Graduate School Policy: **A full-time member of the Graduate Faculty shall have all requirements for Associate membership and; achieved an appropriate level of scholarship and erudition characterized by honesty, accuracy, critical ability and thoroughness; and demonstrated (by involvement in institutional activities) his or her commitment to the academic community and the University, as well as to his or her students and academic discipline.** The nominee has all the required qualifications; these are summarized as follows:

Full Title of Present Rank _____ T# Number _____

Earned Degrees*	Institutions Conferring Degrees*	Years in Which Degrees Were Earned*
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Teaching Experience (be specific)*

Research and Other Professional Experience*

Important Publications, Awards, and Honors*

Evidence of Commitment to the Academic Community, The University, His or Her Students, and Academic Discipline (i.e., involvement in university activities)*

ENDORSEMENTS:

Departmental Chairperson Date

Dean of the College Date

Dean of the College of Graduate Studies Date

Vice President for Academic Affairs Date

*A vita may be attached in lieu of any or all of this information, provided the vita includes the required information.

After approval by all, return to College of Graduate Studies, Box 5012, Derryberry Hall Room 306.