

**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 **ADJUNCT MEMBERSHIP** ON THE GRADUATE FACULTY

The purpose of this memorandum is to nominate \_\_\_\_\_ for appointment to **Adjunct Membership** on the Graduate Faculty on the basis of the following Graduate School Policy: **Part-time faculty who hold the terminal degree or its equivalent and are employed for graduate teaching, advisement, or research may be nominated as an Adjunct Member of the Graduate Faculty.** This appointment is for a three-year period and may be renewed when appropriate.

The nominee's qualifications are summarized, as follows:

Full Title of \_\_\_\_\_ T# Number \_\_\_\_\_  
Present Rank \_\_\_\_\_

Earned <u>Degrees*</u>	<u>Institutions Conferring Degrees*</u>	Years in Which <u>Degrees Were Earned*</u>
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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.