

Graduate Chair Faculty Application for (Name): _____

Term = 5* years (unless shortened by individual academic unit requirements)

Criterion	Yes	No	This Applicant
1			Holds a continuing full-time appointment with ongoing faculty responsibilities at Marshall University (see BOG AA-20 if the appointment is not tenure track).
2			Holds an appointment (which may be a joint appointment) in the division, department or program area offering the thesis or dissertation focused graduate degree.
3			Holds a research-oriented terminal degree (thesis or dissertation).
4			Holds the rank of Assistant Professor or higher.
5			If serving as a dissertation chair, has experience serving on a dissertation committee prior to chairing a dissertation committee. (During the first five years of a new doctoral program, an exception may be granted for faculty with extensive research experience and/or experience serving on one or more master's thesis committees.)
6			Has current or expected departmental responsibilities in the graduate program during the term of Graduate Chair Faculty membership. (Examples: teaching, advising, program development, chairing thesis/dissertation committees, all within the graduate program).
7			Has made at least three significant scholarly or creative activity contributions during the most recent 5* years, from among the list given in BOG AA-20 (see below**).
8			Has evidence of continuing high quality teaching and advising over the most recent 5* years. This period may be shortened or eliminated, as appropriate, if the applicant has not been teaching for the most recent 5* years.
9			Provides a current copy of CITI (IRB #1 Medical Research or IRB #2 Social/Behavioral Research) training completion report indicating passing scores on all required modules. The CITI training is current at the time of application submission with a training expiration date occurring after the application submission date.

NOTES:

1	To receive Graduate Chair Faculty membership, the applicant must satisfy requirements ("Yes" answers) on 1-4 and 6-9 for thesis chairs OR 1-9 for dissertation chairs.
2	*The length of five years can be shortened by the dean of the academic unit, if such is preapproved by the Graduate Council. In that case, all terms above shown as "5*" would have the shorter time duration. For example, all the 5s might be changed to 3s. This is to be indicated on the individual academic unit requirements sheet attached by the academic unit to this sheet.
3	**The list of acceptable significant scholarly or creative activity contributions includes the following: publication in discipline-respected peer-reviewed journals; publication of scholarly books or book chapters; publication in discipline-respected periodicals (book reviews or other short, one- or two- page communications do not qualify); invited and/or competitively selected presentations of scholarly work at regional, national or international meetings; significant, scholarship-based academic or professional consultation; receipt of an external research-oriented grant; book contracts from reputable publishers; scholarship-based clinical practice; or exhibits, presentations, or performance of scholarly, creative, or artistic work at professionally recognized events.

I certify that the above information is correct to the best of my knowledge **and** that this applicant qualifies for Graduate Chair Faculty status. Documentation justifying this decision is attached. If additional qualifications are required and approved by the Graduate Council for this academic unit, they too are satisfied by this applicant and are shown as being satisfied on the documentation accompanying this application. (As part of the documentation, please include a checked list for the additional requirements.)

Academic Dean's Signature

Date

NOTE: Please be sure to attach the **application coversheet** with this graduate faculty membership checklist and all supporting materials.

04-12-2023

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