

**PURDUE UNIVERSITY GRADUATE SCHOOL  
Graduate Faculty Appointment Request**

Program (Dept.) \_\_\_\_\_ Program Code \_\_\_\_\_ Campus \_\_\_\_\_  
(PUC, IPFW, IUPUI, PNC)

Name \_\_\_\_\_  
Last First Middle

Highest Degree:

Ph.D.  Thesis Master's/M.F.A.  Non-Thesis Master's  Terminal Postbaccalaureate Professional Degree

Major Field of Study \_\_\_\_\_

Degree Granted by \_\_\_\_\_ Date Degree Granted \_\_\_\_\_  
Month / Year

**Requested Appointment Level:** \_\_\_\_\_

*(R.1 - R.6, S.1 - S.10. See classification guidelines in Appendix M at the end of document)*

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**Regular Appointment to the Graduate Faculty**

Date of Initial Purdue Appointment \_\_\_\_\_  
Month/Year

VOTING:  Yes  Waiting  No

*(Must have voting privileges, as defined by the University Senate for tenured or tenure-track faculty, to hold a Regular appointment)*

TENURE:  Tenured  Tenure Track/Waiting  No

TYPE:  Regular  Associate Dean  Assistant Dean  Regular with Administrative Appointment  Research

LEVEL:  Asst. Professor  Associate Professor  Professor  Institute/Center Director  Dept. Head  Dean

TERM:  Academic Year  Fiscal Year

**Previous experience in teaching, supervising, or mentoring graduate students:**

Number of master's and/or doctoral students supervised, service on graduate committees, and/or graduate courses taught: \_\_\_\_\_

Examples of recent publications and research: \_\_\_\_\_

Expected roles and responsibilities with this appointment: \_\_\_\_\_

**Date Graduate School Mentoring Workshop Attended:** \_\_\_\_\_

*(Prerequisite for faculty without previous experience teaching, supervising, or mentoring graduate students)*

Campus Address \_\_\_\_\_

**Special Appointment to the Graduate Faculty** (for nominees who do not meet the conditions for a Regular appointment)

Mailing Address \_\_\_\_\_

Special expertise (skills or knowledge in particular areas): \_\_\_\_\_

Current position and responsibilities and/or academic rank and affiliation: \_\_\_\_\_

Expected roles and responsibilities with this appointment: \_\_\_\_\_

Contact information for this Special appointment nominee (mailing address, phone, fax, e-mail, etc.):

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Recommended by:

Approved by:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Program Regional Campus Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
West Lafayette Graduate School Dean

\_\_\_\_\_  
Date

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**To Be Assigned by the Graduate School:**

Appointment Level Approved: \_\_\_\_\_

Graduate Faculty Identifier \_\_\_\_\_

Please forward this form to the Graduate School. An approved copy will be returned to the relevant department/campus.

## APPENDIX M

### **GUIDELINES FOR SERVICE ON GRADUATE DEGREE COMMITTEES**

Service on graduate degree committees is directly related to academic credentials, appointment and tenure status, and experience in research and graduate student mentoring. Graduate Faculty members at Purdue are divided into two major classifications, “Regular” and “Special”. To be appointed as a “Regular”, the individual must be a tenured or tenure track faculty member at Purdue University who has voting privileges. Exceptions are noted for members of Research Faculty \* who have a formal affiliation with a graduate degree granting academic department at Purdue University and Emeritus Faculty \* members at Purdue University who are actively engaged in research and graduate student mentoring. A “Special” appointment may be approved for an individual who does not meet the conditions required for “Regular” appointment, yet who can contribute special expertise to the work of graduate students.

#### **LIST OF CLASSIFICATIONS OF GRADUATE FACULTY SERVING ON GRADUATE STUDENT COMMITTEES**

##### **GRADUATE FACULTY: REGULAR APPOINTMENT**

R.1 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a Ph.D. degree from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.

R.1 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a terminal post-baccalaureate professional degree from an accredited institution, who have demonstrated experience in both research and student mentoring, and have been approved as a “Regular” member of the Graduate Faculty.

\* R.2 Research Faculty members at Purdue University (defined by University Senate Document 04-4) who have a Ph.D. from an accredited institution and a formal affiliation with a Ph.D. granting department/school at Purdue University. See Graduate School Policies and Procedures Manual, Section I.E.1.

\* R.2 Emeritus Graduate Faculty members at Purdue University with a Ph.D. who are actively engaged in research and graduate student mentoring.

R. 3A Tenured or tenure-track faculty members at Purdue University who hold a post-master’s professional degree (e.g. Doctor of Nursing Practice, Doctor of Audiology, etc.) from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.

R.3 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a thesis master’s degree or master of fine arts degree from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.

R.4 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a non-thesis master’s degree from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.

\*R.5A Emeritus Graduate Faculty members at Purdue University with a post-master’s professional degree who are actively engaged in professional practice and graduate student mentoring.

\* R.5 Emeritus Graduate Faculty members at Purdue University with a thesis master’s degree or master of fine arts degree who are actively engaged in research and graduate student mentoring.

\* R.6 Emeritus Graduate Faculty members at Purdue University with a non-thesis master’s degree who are engaged in research and graduate student mentoring.

## **GRADUATE FACULTY: SPECIAL APPOINTMENT**

S.1 Clinical Faculty members with a full-time appointment at Purdue University who hold a Ph.D. or terminal post-baccalaureate professional degree from an accredited institution and are engaged in research and Graduate student mentoring.

S.1 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a Ph.D. degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.2 Research Faculty members with a full-time appointment at Purdue University who hold a Ph.D. from an accredited institution and have no formal affiliation with a Ph.D. granting school/department.

S.2 University faculty members with a Ph.D. from an accredited institution who were "Regular" members of the Graduate Faculty at Purdue University and served as chair/co-chair of Ph.D. committees but who are no longer at Purdue. (See appointment guidelines)

S.3 Qualified individuals outside Purdue University who hold a Ph.D. or a terminal post-baccalaureate professional degree from an accredited institution.

S.4 Full-time or part-time (greater than 50 CUL), permanent, non-tenure track employees at Purdue University who hold a Ph.D. and/or a terminal post-baccalaureate professional degree from an accredited institution, who have experience in research and graduate student mentoring.

S.5A University faculty members with a post-master's professional degree from an accredited institution who were "Regular" members of the Graduate Faculty at Purdue University and served as a chair/co-chair of post-master's professional degree committees but are no longer at Purdue. (See appointment guidelines).

S.5A Tenured or tenure-track faculty members with an appointment at Purdue University who hold a post-master's professional degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.5 University faculty members with a thesis master's degree or master of fine arts degree from an accredited institution who were "Regular" members of the Graduate Faculty at Purdue University and served as chair/co-chair of master's thesis or MFA degree committees but are no longer at Purdue. (See appointment guidelines).

S.5 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a thesis master's degree or master of fine arts degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.6 University faculty members with a non-thesis master's degree from an accredited institution who were "Regular" members of the Graduate Faculty at Purdue University and served as chair/co-chair of non-thesis master's degree committees but who are no longer at Purdue. (See appointment guidelines).

S.6 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a non-thesis master's degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S. 7A Qualified individuals outside Purdue University who hold a post-master's professional degree from an accredited institution.

S.7 7 Qualified individuals outside Purdue University who hold a thesis master's degree or master of fine arts degree from an accredited institution.

S.8 Qualified individuals outside Purdue University who hold a non-thesis master's degree from an accredited institution.

S. 9A Clinical faculty members and other full-time, permanent, non-tenure track employees at Purdue University with a post-master's professional degree.

S.9 Clinical Faculty members and other full-time, permanent, non-tenure track employees at Purdue University with a thesis master's degree, master's of fine arts degree or non-thesis master's degree.

S.10 Full- or part-time, permanent, non-tenure track employees at Purdue University who hold a post baccalaureate graduate or professional degree and demonstrated expertise in the course content for which the individual is responsible.

### **Service on Ph.D./Doctoral Committees**

1. Qualifications to be a member of a Ph.D./doctoral committee  
Graduate Faculty Classification  
R.1, R.2, R.3A, S.1, S.2, S.3, S.4
2. Qualifications to be a Ph.D./doctoral committee co-chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, S.1, S.2, S.3
3. Qualifications to be a Ph.D./doctoral committee chair  
Graduate Faculty Classification  
R.1, R.2

### **Service on Post-Master's Professional Degree Committees**

1. Qualifications to be a member of a Post-Master's Professional degree committee  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.5A, S.1, S.2, S.3, S.4, S.5A, S.5, S.7A, S.7, S.9A
2. Qualifications to be a member of a Post-Master's Professional degree committee co-chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.5A, S.1, S.2, S.3, S.5A, S.5, S.7A, S.7
3. Qualifications to be a member of a Post-Master's Professional degree committee chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.5A

### **Service on Thesis Master's and Master's of Fine Arts (MFA) Degree Committees**

1. Qualifications to be a member of a thesis master's and MFA degree committees  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.4, R.5A, R.5, S.1, S.2, S.3, S.4, S.5A, S.5, S.6, S.7A, S.7, S.9A, S.9
2. Qualifications to be a thesis master's and MFA degree committee co-chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.4, R.5A, R.5, S.1, S.2, S.3, S.4, S.5A, S.5, S.7A, S.7
3. Qualifications to be a thesis master's and MFA degree committee chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.5A, R.5, S.1

### **Service on Non-Thesis Master's Degree Committees**

1. Qualifications to be a member of a non-thesis master's degree committee  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.4, R.5A, R.5, R.6, S.1, S.2, S.3, S.4, S.5A, S.5, S.6, S.7A, S.7, S.8, S.9A, S.9
2. Qualifications to be a non-thesis master's degree committee co-chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.4, R.5A, R.5, R.6, S.1, S.2, S.3, S.4, S.5A, S.5, S.6, S.7A, S.7, S.8
3. Qualifications to be a non-thesis master's degree committee chair  
Graduate Faculty Classification  
R.1, R.2, R.3A, R.3, R.4, R.5A, R.5, R.6, S.1

**\*\*\*Guidelines for Former Purdue Graduate Faculty to Serve as Chair of Graduate Degree Committees\*\*\***

With the approval of the academic college/school dean, a department head may request approval for a formerly tenured or tenure-track member of the Graduate Faculty at Purdue University to continue to serve as chair of graduate student committees. Approval may be granted for a maximum of two sessions, beginning with the faculty member's date of departure. Requests should be addressed to the Dean of the Graduate School and must include a clear, concise, and meaningful justification.