

# Graduate Faculty Membership Form

There are three levels of graduate faculty membership: **Graduate Faculty Fellow; Graduate Faculty Tenured; Graduate Faculty Affiliate**.

Completion of this form serves as the application and approval process for graduate faculty affiliate membership and graduate faculty endorsements. Graduate faculty membership for new faculty hires (or existing faculty whose responsibilities in graduate programs have changed) will be processed with the Faculty Credentialing Form (FCF), available from the Provost’s office.

## Section 1: Faculty Information

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| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Address: |  | | |
| Department: |  | College/School: |  |

Section 2: Graduate Faculty Membership Category

Please select the appropriate graduate faculty membership category:   
**Fellow** (Assistant Professors and Full-Time Instructors)  
**Tenured** (only for Tenured Associate and Full Professors)   
**Affiliate** (TAMUS faculty\*, WTAMU part/time or adjunct faculty, retired WTAMU faculty, other external individuals)  
  
\*TAMUS graduate faculty procedures apply.

Section 3: Graduate Faculty Membership Privileges

To assign all graduate faculty membership privileges, check the “All” box or select individual privileges by using a “Y” for yes or “N” for no in each box. If a desired privilege is not included in the minimum privileges for the membership category, the college /department may add privileges through an endorsement in Section 4.

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| --- | --- |
| **Graduate Faculty Fellow Privileges:** | |
|  | All Fellow privileges |
|  | Teach graduate courses |
|  | Advise curriculum |
|  | Recruit graduate students |
|  | Participate in comprehensive exams |
|  | Thesis / dissertation committee member |
|  | Co-chair thesis / dissertation |
|  | Voting graduate faculty member |
|  | Serve as graduate program director |
|  | Serve on Graduate Council \* |
|  | Other (specify endorsement in Section 4) |
| **Graduate Faculty Tenured Privileges**: Includes all Fellow privileges above unless otherwise noted on this form. | |
|  | All Fellow and Tenured privileges |
|  | Thesis / dissertation committee chair |
| **Graduate Faculty Affiliate Privileges:** Select individual privileges below. | |
|  | Teach graduate courses |
|  | Advise curriculum |
|  | Recruit graduate students |
|  | Participate in comprehensive exams |
|  | Thesis / dissertation committee member |
|  | Co-chair thesis / dissertation |

\*Preference for Graduate Council membership is for: a) Graduate faculty fellow members who serve in the role of program directors and b) for Graduate faculty tenured members (both graduate program directors and non-program directors). Graduate Council membership is selected according to the WTAMU Faculty Handbook.

Section 4: Endorsements

When special consideration is requested for an individual to participate in a graduate privilege to which they are not assigned as per the minimum categories above, a **graduate endorsement** may be sought. Endorsements are provided to individuals that demonstrate evidence of the qualities and skills deemed necessary by the nominating department, college, and graduate school (Graduate Council) to fulfill the graduate role being requested. Faculty seeking to serve a graduate role in a department outside their own discipline must request and receive approval by the associated department and college.

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|  | Endorsement (Select if seeking an additional graduate privilege for the applicable category above. Please describe and briefly justify endorsement below.) |

**Description of endorsement privilege sought:**



Section 5: Signatures  
Submit this form in the order listed below for signature with the candidate’s curriculum vitae. Please route to Graduate School for approval and signature before VPAA approval and signature.

|  |  |  |
| --- | --- | --- |
| Faculty: |  | Date: Click or tap to enter a date. |
| Department Head: |  | Date: Click or tap to enter a date. |
| Dean: |  | Date: Click or tap to enter a date. |
| Graduate Dean: |  | Date: Click or tap to enter a date. |
| VPAA: |  | Date: Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| *Graduate School Use:* | | |
| Approved | Denied | Date: Click or tap to enter a date. |
| Comments: | | |