

Western Illinois University School of Graduate Studies  
**Application/Nomination for  
Full Membership in the Graduate Faculty**

Name:

Rank:

Department:

- I. Full members of the graduate faculty are empowered to determine academic policy, graduate standards, degree requirements, and make recommendations concerning graduate programming. Only full members of the Graduate Faculty may chair capstone experiences such as theses, major papers, or final projects.

Full membership in the Graduate Faculty shall be based on the following criteria:

- a. Appropriate terminal degree
  - b. evidence of scholarly/creative activity appropriate to the field as it coincides with the academic department's expectations for scholarly/creative activity for retention and tenure. Evidence includes:
    - i. A faculty member's record of teaching, publications, conference presentations, professional and academic service, grants and special awards, and professional memberships/affiliations indicating that an applicant can facilitate, encourage, support, and coordinate excellence in graduate education at Western Illinois University.
    - ii. A letter of support/recommendation signed by *both* the Department and Graduate Committee Chairs explaining how the applicant's scholarly/creative activity warrants full membership in the graduate faculty as it coincides with the academic department's expectations for retention and tenure in his/her discipline.
    - iii. Evaluation involves deliberation of the evidence provided to the Graduate Council in relation to the primary goal of the School of Graduate Studies. Does the applicant provide evidence that he or she can facilitate, encourage, support, and coordinate excellence in graduate education at Western Illinois University? A simple "yes" majority of voting Graduate Council members is needed for full membership in the Graduate Faculty.
- II. Please provide the following information to the Graduate Council:
- a. A letter of support/recommendation signed by *both* the Department chair and the Graduate Committee Chair explaining how the applicant's scholarly/creative activity warrants full membership in the graduate faculty as it coincides with the academic department's expectations for scholarly/creative activity in their discipline

- b. Current vita following the required vita format which is available at [wiu.edu/graduate\\_studies/faculty\\_and\\_staff\\_resources/forms/Vita.doc](http://wiu.edu/graduate_studies/faculty_and_staff_resources/forms/Vita.doc)
- c. Brief description of research or scholarly activities currently in progress

III. The following signatures are required:

Applicant/Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Council: \_\_\_\_\_ Date: \_\_\_\_\_

**Western Illinois University School of Graduate Studies**

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Email: [Grad-Office@wiu.edu](mailto:Grad-Office@wiu.edu)

# **Application for Full Membership in the Graduate Faculty**

## **Required Vita Format**

(List information in reverse chronological order)

**Name**

**Department**

**Rank**

**Education**

**Employment/Experience**

(List the employer and dates for each of the following areas)

- Teaching (include graduate level courses taught with title and number)
- Professional
- Research

**Publications/Scholarly/Creative Activities**

- Referred
- Non-referred

**Conference Presentations**

- Referred
- Non-referred

**Professional and Academic Service**

- National
- Regional
- University
- Department
- Community

**Grants and Special Awards**

**Professional Memberships/Affiliations**