



Nomination for Membership on the Graduate Faculty

See the reverse side of this form for an explanation of the different categories and the procedure necessary to have individuals added to the Graduate Faculty. For Special members, the department/unit must input personal information and the education record in the PHR Graduate Faculty Module in order to get a UID. To process the nomination request, all entries must be filled.

Candidate's Name (Last, First, Middle)

University ID Number - Required

Academic Rank at Home institution (if applicable)

Nominating Program

Tenure Home (Dept.) if at UM, College Park

Primary Place Employed if Not UM, College Park

Is this a renewal of prior status? YES NO

Does faculty hold appointment at other institutions in the University System of Maryland? YES NO

Recommended Membership Level (select one): (see reverse side of this form for description of categories)

- Special (Not affiliated with the University, no UMCP appointment required, 5 year term)
Adjunct (UMCP appointment in PHR required, 5 year term)
Adjunct, teaching only (UMCP appointment in PHR required, 5 year term)
Full, Emeriti (Emeriti renewal, 5 year term)
Full, intercampus (Grad School approved exceptions, 5 year term)

Department Faculty Approval Vote? YES Date NO

Nominated by Department DGS or Chair

Director of Graduate Studies or Chair: Name & Signature

Date

Email Address

Department's PHR Creator

PHR Creator Name and Email (Must route form to PHR Creator for Special and Adjunct Member nominations)

Graduate School Approval

Dean of the Graduate School

Date

Please submit this Nomination Form, Chair's letter, and Nominee's CV to: The Graduate School, 2123 Lee Building, University of Maryland at College Park, College Park, MD 20742-5121 Phone 301-405-0344 / Fax: 301-314-9305

GRADUATE FACULTY CATEGORIES

Appointment, Nomination and Prerogatives: Full, Adjunct, and Special Members

Complete details regarding the appointment process and prerogatives of Graduate Faculty membership are found at http://www.apps.gradschool.umd.edu/catalog/grad_faculty_policies.htm#2

I. Appointments: Full (including multi-campus programs), Adjunct and Special

1. Full Member: Full Members of the Graduate Faculty are tenured or tenure-track faculty at the University of Maryland, College Park, with duties in teaching and research (Assistant and Associate Professors, Professors, Distinguished University Professors, and College Park Professors.) Appointment to the Graduate Faculty is automatic on appointment to the University of Maryland, College Park tenured or tenure track faculty. Only tenured members of the Graduate Faculty may serve as Dean's Representatives.

1a. Emeritus Faculty automatically continue as Full Members of the Graduate Faculty for five years after retirement. They may be renewed for additional five-year terms thereafter, subject to approval of the Dean of the Graduate School. Nomination for renewal (Full, Emeriti) shall include a letter of support from the Head of the home unit, confirmation of approval of the Full Members of the Graduate Faculty in the unit, and a current curriculum vitae.

1b. Faculty of approved multi-campus Graduate Degree Programs who hold appointments at other institutions of the University System of Maryland may be appointed Full Members (Full, intercampus) of the Graduate Faculty by approval of the Dean of the Graduate School, on a case by case basis. Each request will include a letter of justification from the Graduate Director of the multi-campus program, confirmation of approval of the Full Members of the Graduate Faculty in the unit, and a current curriculum vitae. The appointment will be effective for a period of five years, and is subject to renewal following the same procedures outlined above.

1c. Any Full member of the Graduate Faculty who terminates his/her employment at the University of Maryland, College Park under honorable circumstances (and does not have Emeritus status (see above 1a.)) may for a twelve month period following their termination serve as members and chairs and co-chairs of Dissertation and Master's Committees. They may not serve as Dean's representatives.

2. Adjunct Members: Adjunct Members of the Graduate Faculty include non-tenure-track faculty: research appointments; visiting, adjunct, or affiliated professors with an appointment at the University of Maryland, College Park. Appointment is by approval of the Dean of the Graduate School. Individuals may be nominated for one of two categories of Adjunct status, (1) Adjunct Member and (2) Adjunct Member, teaching only.

3. Special Members: Special Members of the Graduate Faculty are scholars who have no official affiliation with the University of Maryland. Appointment is by approval of the Dean of the Graduate School.

II. Nomination Process

Appointment as Full Member (Emeriti or intercampus), Adjunct Member (including teaching only) or Special Member of the Graduate Faculty is by approval of the Dean of the Graduate School. Nomination for appointment is made by the Head of the home unit, on the recommendation of the Full Members of the Graduate Faculty in the unit. Each nomination shall include a letter of support from the Head of the home unit, confirmation of approval by the Full Members of the Graduate Faculty in the unit, and current curriculum vitae. The term of appointment is five years and is renewable. All renewal requests are subject to the original nomination requirements. The appointment is terminated upon resignation or retirement.

III. Prerogatives of Membership Categories

Full Members. Full Members are eligible to teach courses restricted by graduate student enrollment; serve on departmental graduate committees; direct Master's theses and chair Master's committees; direct Doctoral research and chair Doctoral dissertation committees, and; vote for and serve on the Graduate Council and its committees if appointment or tenure is at the University of Maryland, College Park.

Adjunct Members. Adjunct Members are eligible to teach courses restricted by graduate enrollment; serve on departmental graduate committees; direct Master's theses and chair Master's theses committees, and; serve on, but not chair, Doctoral committees. Adjunct members may co-chair doctoral committees as long as a Full Member of the Graduate Faculty serves as the other co-chair.

Adjunct Members, teaching only. Adjunct Members are eligible to teach courses restricted by graduate enrollment; they may not serve on departmental graduate committees; direct Master's theses and chair Master's theses committees, nor; may they serve on, nor chair, Doctoral committees. Adjunct members with teaching only status may not co-chair Doctoral committees under any circumstances.

Special Members. Special Members are eligible to co-direct Master's theses; serve on departmental graduate committees, and; serve on, but not chair Doctoral committees. Special members may co-chair doctoral committees as long as a Full member of the Graduate Faculty serves as the other co-chair.