

**NOMINATION FOR MEMBERSHIP IN THE GRADUATE FACULTY - CATEGORY "R"**

For detailed information on graduate faculty policies and eligibility criteria please refer to <http://www.gradschool.psu.edu/faculty-and-staff/faculty/criteria/>.

**Nominating Graduate Research Program Information (must offer Ph.D., M.A., or M.S. degree)**

- 1) Graduate Program Name & Code: \_\_\_\_\_
- 2) Academic Home of the Graduate Program: \_\_\_\_\_

Campus Location	Graduate degrees to which this nominee will contribute (e.g. PhD, MS, MEng)
Erie	
Great Valley	
Harrisburg	
Hershey	
University Park	
World Campus	

**Nominee Information** *(Please print or type all information entered)*

- 3) Full name of nominee: \_\_\_\_\_
- 4) Academic rank ([HR21](#)): \_\_\_\_\_
- 5) Doctoral degree earned: \_\_\_\_\_ 6) Field/discipline of degree: \_\_\_\_\_
- 7) Institution of doctoral degree: \_\_\_\_\_
- 8) PSU ID ( 9 digit number): \_\_\_\_\_ 9) PSU ACCESS ID (e.g. abc123): \_\_\_\_\_
- 10) Nominee's home department/administrative area: \_\_\_\_\_

**Full-Time Faculty Appointment Information**

Date of first appointment at Penn State (mm/dd/yyyy): \*\* \_\_\_\_\_

**\*\*FORM WILL BE RETURNED TO THE COLLEGE IF SUBMITTED PRIOR TO APPOINTMENT DATE.**

- Tenure-line (tenured or tenure-track)
- Non-tenure Standing
- Full-Time Fixed-Term – **Indicate end date of appointment** (mm/dd/yyyy): \_\_\_\_\_

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**Nominating Graduate Program (line #1)**

Graduate Program Head:

\_\_\_\_\_  
Name (Print or type) Signature Date: \_\_\_\_\_

**Nominee's Home Department or Administrative Area (line #10)**

Nominee's Immediate Supervisor - Department Head or Admin Unit Leader:  
[Not required if the Graduate Program Head is the nominee's immediate supervisor]

\_\_\_\_\_  
Name (Print or type) Signature Date: \_\_\_\_\_

**Academic Home of the Graduate Program (line #2)**

Chair of the Graduate Faculty Evaluation Committee:  
[Not required for Tenure-line faculty]

\_\_\_\_\_  
Name (Print or type) Signature Date: \_\_\_\_\_

Dean/Chancellor or designee:

\_\_\_\_\_  
Name (Print or type) Signature Date: \_\_\_\_\_

**The Graduate School**

Dean of the Graduate School/Dean's designee:

\_\_\_\_\_  
Name (Print or type) Signature Date: \_\_\_\_\_

**OPTIONAL INFORMATION:**

*Name and email address of administrative staff member who should be notified in the event of errors, omissions, or other notifications related to the processing of this form:*

Name (Print or type): \_\_\_\_\_ Email: \_\_\_\_\_

**Send hard copy of completed form with all required signatures and supporting documents to:**

**The Office of the Vice Provost for Graduate Education and Dean of the Graduate School  
211 Kern Building, University Park, PA, 16802**

**Note: Forms and supporting documents will only be accepted as hard copies.**

Questions may be directed to [L-GRAD-DEANS-OFFICE@lists.psu.edu](mailto:L-GRAD-DEANS-OFFICE@lists.psu.edu).

**REQUIRED SUPPORTING DOCUMENTS:****Supporting documents required for:**

**Nominees on Fixed-term and Standing appointments;  
Nominees in Tenure-line appointments who do not hold a research doctorate (Ph.D.).**

**Supporting documents not required for nominees in tenure-line positions who hold a research doctorate (Ph.D.)**

- Statement from the Graduate Program Head providing information on the following:
- a. Justification for the nomination.
  - b. Description/evidence of nominee's active program of research/scholarship relevant to the graduate program field in which the nominee would contribute.
  - c. A statement of the proposed duties of the nominee as a member of the Graduate Faculty with respect to teaching, directing research, and mentoring of Ph.D., M.S. and/or M.A. students.
- Nominee's Curriculum Vitae listing the following:
- a. Education: List all colleges, universities, or other institutions attended whether or not a degree was granted; dates attended; major field; degree earned; date degree conferred.
  - b. Professional Experience: Inclusive dates, employer, and position/type of work done.
  - c. Scholarly achievements by the nominee appropriate to the Graduate Program Field (to include any of the following that are applicable):
    - 1) Peer-reviewed journal papers, proceedings, scholarly books, and/or other published works of a scholarly or professional nature and of recognized significance in the nominee's field.  
Include: Author(s), title, date, inclusive page nos., journal or publisher.
    - 2) Popular articles and books: Author(s), title, date, page nos., journal or publisher.
  - d. Patents or other intellectual property developed.
- List of doctoral and/or master's theses, and/or master's papers supervised by the nominee if applicable (include date, student's name, degree, university conferring degree (if none, so indicate in attachments)).
- List of membership on doctoral or master's thesis committees, including as Special Member, if applicable. (include date, student's name, degree, university conferring degree (if none, so indicate in attachments)).
- List of university courses taught (include course number and title; for non-PSU courses, indicate if undergraduate or graduate level), if applicable.
- Other scholarly work or achievements/recognition of the nominee pertinent to recommendation for Graduate Faculty membership.

**NOMINATIONS SUBMITTED WITHOUT ALL REQUIRED ITEMS IN CHECKLIST WILL BE RETURNED TO THE COLLEGE**