PennState
The Graduate School

NOMINATION FOR MEMBERSHIP IN THE GRADUATE FACULTY - CATEGORY "P"

For detailed information on graduate faculty policies and eligibility criteria please refer to
https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-100/gcac-101-graduate-faculty-membership/.

Nominating Graduate Professional Program Information (must offer a professional degree)

1) Graduate Program Name & Code: _____

2) Academic Home of the Graduate Program: _____

3) Specify the graduate degrees and campus locations to which this nominee will contribute:

☐ **PM - Professional master's degree program(s) only:**
(Master's degree and experience relevant to the professional degree program field required)

☐ **PD - Professional master's and professional doctoral degree programs:**
(Doctorate and experience relevant to the professional degree program field required)

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

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

4) Full name of nominee: _____

5) Academic rank (AC21): _____

6) Highest degree earned: _____ 7) Field/discipline of degree: _____

8) Institution of highest degree: _____

9) PSU ID (9 digit number): _____ 10) PSU ACCESS ID (e.g. abc123): _____

11) 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-line – Indicate end date of current appointment (mm/dd/yyyy): _____

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Nominating Graduate Program (line #1)

Graduate Program Head:

_____   Date: _____
Name (Print or type)   Signature

Nominee's Home Department or Administrative Area (line #11)

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

_____   Date: _____
Name (Print or type)   Signature

Academic Home of the Graduate Program (line #2)

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

_____   Date: _____
Name (Print or type)   Signature

Dean/Chancellor or designee:

_____   Date: _____
Name (Print or type)   Signature

The Graduate School

Dean of the Graduate School/Dean's designee:

_____   Date: _____
Name (Print or type)   Signature

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: _____

Forms and supporting documents may be submitted electronically to graddeansoffice@psu.edu or in hard copy to the Office of the Vice Provost for Graduate Education and Dean of the Graduate School, 211 Kern Building.

REQUIRED SUPPORTING DOCUMENTS:

Supporting documents <u>required</u> for nominees in non-tenure-line appointments.
Supporting documents <u>not</u> required for nominees in tenure-line positions with a graduate degree.

☐ Statement from the Graduate Program Head providing information on the following:

    a. Justification for the nomination.

    b. A narrative highlighting the professional experience relevant to the graduate degree program field/discipline 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 the culminating experience, and advising/mentoring of professional graduate degree students.

☐ Nominee's Curriculum Vitae listing the following:

    a. <u>Education</u>: 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. <u>Professional Experience</u>: Inclusive dates, employer, and position/type of work done.

    c. <u>Teaching Experience</u>: Indicate institution, course title, number, and undergraduate or graduate level (if other than PSU course).

    d. <u>Scholarly and/or Professional Achievements Relevant to Graduate Program Field</u> (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.

    e. <u>Artistic exhibitions, design projects, and musical and theatrical performances</u>. Name(s) of participant(s), event/project, date, place, and sponsor.

☐ List of professional doctoral and/or master's projects, performances, papers, etc., <u>supervised</u> by the nominee if applicable (include date, student's name, degree, university conferring degree (if none, so indicate).

☐ List of membership on doctoral or master's committees, including as Special Member, if applicable. (include date, student's name, degree, university conferring degree (if none, so indicate).

☐ List of university courses taught (include course number and title; for non-PSU courses, indicate if undergraduate or graduate level), if applicable (if none, so indicate).

☐ Other scholarly work or professional achievements/recognition of the nominee pertinent to recommendation for membership in the Graduate Faculty.

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