

**GRADUATE FACULTY MEMBERSHIP****Application Guidelines**

(Revised September 2023)

The Bylaws of the College of Graduate Studies at Cleveland State University provide for the review and appointment of Graduate Faculty regardless of the discipline or area of scholarship and professional activity. The term of membership to the University Graduate Faculty is five years. An initial three-year appointment may be granted to a faculty member who has received the appropriate terminal academic degree within the last two years and who meets the requirements noted below.

The Graduate Faculty Review Committee, which is a committee of the University Graduate Council, reviews applications and makes recommendations regarding Graduate Faculty appointments. The Graduate Faculty Review Committee and the University Graduate Council will not act upon applications with absent documentation.

**Documents to be uploaded:**

- Graduate Faculty Status Application (form available [here](#))
- Curriculum Vitae (last five year ONLY)
- Letter of support from Department Chair (ONLY Required for Adjunct, Visiting, and Part-time faculty)

Documents MUST BE in PDF and titled with your last name and department. For example, title your documents: LastName-Department-Application, or LastName-Department-CV

**Requirements for membership:**

All members of the faculty under full-time contract to the university, (except visiting faculty) emeritus faculty, and University administration who meet the eligibility may apply for Membership on the Graduate faculty. All such members shall be voting members on matters related to graduate program governance and curriculum development and revisions.

Each academic college has established a set of criteria for their faculty to receive a regular five-year appointment. These standards have been reviewed and approved by the University Graduate Council. Applicants may find these standards on the [College of Graduate Studies web site](#).

**Provisional membership:**

Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated in the Graduate Faculty By-Laws. (3344-14-03)

Approval of an initial three-year appointment requires that the applicant provide:

- Evidence of at least one article in a refereed outlet or a formally invited book chapter in print or in press, (or)
- Documentation of at least one article or book chapter currently under review for publication in a refereed outlet.

### **Adjunct Faculty Applicants:**

Adjunct, visiting, and part-time faculty who meet the eligibility requirements stated in the Graduate Faculty By-Laws (3344-14-03 B) may apply for non-voting Graduate Faculty membership at the appropriate level. The applications are processed through the appropriate department chairperson clarifying the role the faculty member will play, and submitted to the Graduate Council for evaluation and approval. Adjunct, visiting, and part-time faculty are not eligible for membership on the Graduate Council.

The department chairperson should upload a memo or email the College of Graduate Studies, along with their recommendation regarding the adjunct, visiting or part-time faculty request. The chairperson may choose to either support or not support the request. The basis for the recommendation must be clearly stated and documented in the chairperson's correspondence.

### **Emeriti Faculty:**

Graduate Faculty members who are awarded official emeriti status during their term of appointment on the Graduate Faculty may serve the remainder of their appointment as a voting member of the Graduate Faculty. Upon conclusion of the faculty members' term, Emeriti faculty may apply for renewed appointments.

### **Application Deadlines:**

Instructions for submitting materials online are at the following link:

<https://graduate-studies.csuohio.edu/graduate-faculty/upload-materials-graduate-faculty-status>

Use your CSU ID# and password to sign in.

**Documents MUST BE in pdf format and titled with last name and department.** For example, title your documents: Weyman-BGES-CV or Weyman-BGES-Application/Weyman-BGES-App. Cover letter should include an explanation of how you meet the College criteria for which you are applying. All College criteria are listed [here](#). Deadlines for submission:

<b>Fall Term</b>	<b>October 20</b>
<b>Spring Term</b>	<b>February 23</b>
<b>Summer Term</b>	<b>July 31</b>

Please refer any questions regarding the Graduate Faculty application and/or review procedures to Shandra O'Dell, Office Coordinator for the College of Graduate Studies at 216-687-3595.