

## **GRADUATE FACULTY MEMBERSHIP PROCEDURES**

- ✓ Complete the form: Personal and Professional Data of Graduate Faculty (Revised 8/2002).
  
- ✓ Designate in the appropriate spaces academic rank and whether or not continuing.
  
- ✓ Designate whether applying for Graduate Faculty Status I or II.
  
- ✓ Attach a current vita.
  
- ✓ The form needs to be signed by the faculty member, department chair, and college/school dean.
  
- ✓ Forward the form to the Graduate Dean, Box 1046.
  
- ✓ Faculty will be notified of the appointment by letter.

