

Review Checksheet for Graduate Faculty Applications

Full Membership

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Initials in each approval level will indicate verification of information. Incomplete forms will be returned with the application for completion.		Dept/College Committee Chair	Department Chair	Graduate Coordinator	College Dean
<p><b><u>Educational Credentials</u></b></p> <p>Appropriate Degree:</p> <p>Terminal degree in the teaching field</p> <p>If no terminal degree – <b>FQR information attached to application identifies special academic expertise or professional experience that justifies full membership</b></p>	<p><u>Circle:</u></p> <p>Yes      No</p> <p>Yes      No</p>				
<p><b><u>Years full-time teaching adequate for membership category</u></b></p> <p>Minimum of 3 years college teaching at a regionally accredited institution after completion of terminal degree <i>(required for full membership)</i></p>	<p>Yes      No</p>				
<p><b><u>Scholarly Activity</u></b></p> <p>Although research and scholarly productivity may be defined differently in each discipline, the following guidelines will be applied.</p> <ul style="list-style-type: none"> <li>• Involves a studious inquiry or examination.</li> <li>• Seeks either to discover and interpret new concepts, theories, laws, facts, relationships, or perceptions OR seeks to advance the application of them.</li> <li>• Results are in a form accessible to peer review appropriate to the mode of scholarly/creative production.</li> </ul> <p><b>Initial application</b> Evidence of continuous scholarly/creative activity in the field of expertise throughout the period since completion of the terminal degree</p> <p><b>Renewal application</b> Evidence of continuous scholarly/creative activity in the field of expertise for the last five years</p> <p><b><i>A minimum of 4 activities in any combination of the following six categories is required – <u>Place initials on vita to identify four (4) activities counted below.</u></i></b></p> <p><b>A. Publication of Scholarly Text.</b> Require independent review procedures. Primary or co-author or primary or co-editor If the publication has not yet appeared in print, the applicant must submit evidence that it is "in press." (a.1) Initial publication of text as primary author or co-author = <b>3 activities</b> (a.2) Initial publication of text as primary or co-editor = <b>1 activity</b> (a.3) Revision of subsequent editions of text as author or editor = <b>1 activity</b></p> <p><b>B. Publication of Chapter in Scholarly Text.</b> Primary or co-author of chapter requiring independent review procedures = <b>1 activity</b></p> <p><b>C. Publication of Article or Essay.</b> Article or essay in an externally peer-reviewed publication = <b>1 activity</b></p> <p><b>D. Scholarly Presentations.</b> <b><i>*Two scholarly works presented at the regional level or one scholarly work at the national or international level = 1 activity</i></b> May include papers, posters, workshops, or other presentations consistent with the current practices of the discipline and must have been subject to external peer review.</p> <p><b>E. Creative/Artistic Presentation or Product Design = 1 activity</b> Original work for presentation/performance or a product designed Exhibited at the regional level or above Must have been subject to external peer review</p> <p><b>F. Research/Grants/Other Professional Activities = 1 activity</b> Equivalent in contribution, rigor, and peer-reviewed status to the publication or artistic presentation criteria defined above Applicant must provide evidence that the activities presented meet the criteria</p>	<p><u>Check:</u></p> <p>___Initial</p> <p>___Renewal</p> <p>Total #: _____</p> <p># of activities identified</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____*</p> <p>_____</p> <p>_____</p>				