

Nomination for Graduate Faculty Membership

For all individuals not currently tenure-track faculty at the University of Illinois at Urbana-Champaign

The Graduate College Executive Committee has purview over appointments of non-tenure track faculty, research faculty and non-university personnel to the Urbana Graduate Faculty. Per the [Policy on Graduate Faculty Membership](#), these individuals may be nominated for term membership by the unit executive officer, if their qualifications are comparable to those required for appointment to a tenure-track position in a graduate degree granting unit.

While the primary reason for an individual to be appointed to the Graduate Faculty is to serve on doctoral committees, per Graduate College policy, not all members of a doctoral committee must be Graduate Faculty members. Graduate Faculty membership allows an individual to also chair doctoral committees (Committee rules can be found in Chapter 6 of the [Graduate College Handbook](#). **If this person does not need to be a voting member (each committee needs four voting members) or if they need to vote, but do not need Graduate Faculty status (only three of the four voting members of an examination committee must be Graduate Faculty members), this form does not need to be completed. Send the person's CV and a short justification for voting status, if needed, with the student's doctoral committee request form.**

There is a significant difference between a non-tenure track individual serving on a committee versus serving as the chair, and the latter should only be done in exceptional cases. Requests for Graduate Faculty membership for individuals whose job description carries no expectation of mentoring graduate students are unlikely to be approved unless compelling reasons are provided. This request form is meant to assist unit executive officers with the process, and provide the graduate dean (and the Executive Committee) with all information necessary to make individual decisions

1. Name and UIN (if applicable) of the person for whom Graduate Faculty status is being requested:

Please print

2. Was this person formerly employed by the University of Illinois at Urbana-Champaign as a tenure-track Graduate Faculty member? Yes No
If yes, has s/he retired or resigned ? When ?
If s/he has retired or resigned as a member of the Graduate Faculty, the remainder of this form need not be completed. Please send a letter of justification from the unit executive officer to the Graduate College Dean requesting Graduate Faculty membership be extended, and the requested end date.

3. I request this person be appointed to the Graduate Faculty and therefore be approved to serve on and chair doctoral student committees and advise master's thesis students.

Please complete the remainder of the form and submit with a current CV which includes advising and grant activity, of the nominee to the Dean of the Graduate College via email at grad@illinois.edu for consideration.

Department:

Department Executive Officer:

Email:

Phone:

- a. Is the person nominated for Graduate Faculty membership currently employed by the University of Illinois at Urbana-Champaign? Yes No

Title/Position:

Home Unit/Employer:

Highest Degree:

Year Granted:

- b. Describe this individual's past student mentoring experience:

- c. Please explain why Graduate Faculty status is desired (use additional sheets if necessary). In addition to your individual explanation, please also address the following:

Does this person's current position description include mentoring of graduate students?

Does this person's career goals include mentoring graduate students?

Is this person's job performance assessment going to include validation of the additional activities?

Does this person have the time to take on these additional responsibilities?

Executive Officer Signature:

Date:

Graduate College Approval: