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**	**Colleg Dean**
Educational Credentials **Appropriate Degree:** Terminal degree in the teaching field If no terminal degree – **FQR information attached to application identifies special academic expertise or professional experience that justifies full membership**	**Circle:** Yes No Yes No				
Years full-time teaching adequate for membership category Minimum of 3 years college teaching at a regionally accredited institution after completion of terminal degree *(required for full membership)*	Yes No				
Scholarly Activity Although research and scholarly productivity may be defined differently in each discipline, the following guidelines will be applied. _ Involves a studious inquiry or examination. _ Seeks either to discover and interpret new concepts, theories, laws, facts, relationships, or perceptions OR seeks to advance the application of them. _ Results are in a form accessible to peer review appropriate to the mode of scholarly/creative production. **Initial application** Evidence of continuous scholarly/creative activity in the field of expertise throughout the period since completion of the terminal degree **Renewal application** Evidence of continuous scholarly/creative activity in the field of expertise for the last five years ***A minimum of 4 activities in any combination of the following six categories is required – Place initials on vita to identify activities counted below.*** ***A.* Publication *of Scholarly Text.*** Require independent review procedures. Primary or co-author or pimary 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 = 3 activities (a.2) Initial publication of text as primary or co-editor = 1 activity (a.3) Revision of subsequent editions of text as author or editor = 1 activity ***B. Publication of Chapter in Scholarly Text.*** *Primary or co-author of chapter requiring independent review procedures = 1 activity* ***C. Publication of Article or Essay.*** Article or essay in an externally peer-reviewed publication = 1 activity ***D. Scholarly Presentations.*** **Two* *scholarly works presented at the regional level or one scholarly work at the national or international level = 1 activity* 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. ***E. Creative/Artistic Presentation or Product Design*** *= 1 activity* Original work for presentation/performance or a product designed Exhibited at the regional level or above Must have been subject to external peer review ***F. Research/Grants/Other Professional Activities*** *= 1 activity* 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	**Check:** ____Initial ___Renewal **Total #:** _____ **# of activities identified** _____ _____ _____ _____ _____ _____ * _____ _____				