

3. APPOINTMENT/REAPPOINTMENT PROCESS

- 3.01 Nominations for appointment may be submitted at any time in a faculty member's career and are not connected to the reappointment timelines. Nominations may be initiated by the individual faculty member, the appropriate departmental/school chair, and/or the appropriate academic dean, using [Form 1](#). [Form 1](#) and a current curriculum vita will be routed through the departmental/school chair, academic dean, Graduate Council, and the Dean of Graduate Studies. The Dean of Graduate Studies makes the final appointment with an informational letter sent to the Provost and Vice President for Academic Affairs with a copy sent to the academic dean and departmental/school chair.
- 3.02 a. On an annual basis, an academic dean may recommend a change in Graduate Faculty Status for any faculty member in his/her college using [Form 2](#). The form is to be submitted to the Dean of Graduate Studies for review by the Graduate Council and Dean of Graduate Studies. The final decision is made by the Dean of Graduate Studies.
- b. Reappointment to graduate faculty status will be reviewed when a recommendation is submitted for tenure, promotion, and post-tenure review. The process will be initiated with a memo from the Office of Graduate Studies. [Form 2](#) and a curriculum vita must be routed through the departmental/school chair, academic dean, Graduate Council, and the Dean of Graduate Studies. The Dean of Graduate Studies makes the final appointment with an informational letter sent to the Provost and Vice President for Academic Affairs with a copy sent to the academic dean and departmental/school chair. Faculty not subject to post-tenure review will be reviewed for reappointment to graduate faculty status every five (5) years.
- 3.03 The Graduate Council must have a quorum present to act upon a recommendation for appointment or reappointment to graduate faculty. A simple majority of those Council members present is required for a recommendation for appointment or reappointment. The Dean of Graduate Studies will chair the Graduate Council meetings but will not have a vote in the Council's recommendation process for appointments/reappointments to graduate faculty status.