



## Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars

The faculty who teach, advise and mentor graduate students are the heart of graduate education at UCF, and their efforts make the graduate experience what it is. We are indebted to their service on behalf of UCF's graduate students and graduate programs.

Prior to participating in graduate level instruction, an individual must be appointed either as a member of the UCF Graduate Faculty or as a graduate faculty scholar. UCF faculty who are tenured, tenure-earning, ranked Clinical or ranked Research professors, or ranked librarians are eligible to be appointed as members of the Graduate Faculty. Other UCF faculty (e.g. lecturers, instructors, research associates, adjuncts, etc.) and individuals not employed by UCF may participate as graduate faculty scholars. Teaching credentials must still be certified by the Office of Faculty Affairs if serving as an instructor of record.

Please see page 2 for a detailed description of the appointment roles, the process of the appointment, and submission of the nomination.

### FACULTY INFORMATION (Please Type or Print)

Family or Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Personal ID (PID): \_\_\_\_\_ Email: \_\_\_\_\_  
Employing Unit : \_\_\_\_\_ Faculty Rank: \_\_\_\_\_  
Nominating Graduate Program: \_\_\_\_\_

### NOMINATION STATUS:

- |  |  |
|--|--|
| <input type="checkbox"/> Graduate Faculty  | <input type="checkbox"/> Graduate Faculty Scholar  |
| <input type="checkbox"/> Eligible to chair doctoral dissertation advisory committees         | <input type="checkbox"/> Teaching only   |
| <input type="checkbox"/> Has served on previous thesis/dissertation committees to completion | <input type="checkbox"/> Has served on previous thesis/dissertation committees to completion |

### Additional Information Regarding Nomination Status:

### ENDORSEMENTS OF NOMINATION: (Signatures Required)

Graduate Program Director : \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair or Director: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
College Dean, if required: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

APPOINTMENT BY THE COLLEGE OF GRADUATE STUDIES:  Approved  Denied

Signature of Dean of the Graduate College: \_\_\_\_\_ Date \_\_\_\_\_

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### Graduate Faculty appointments:

- All Graduate Faculty members are eligible to teach graduate courses, serve as members of thesis and dissertation committees, and serve as chairs or co-chairs on master's thesis committees.
- Graduate Faculty members may also serve as a chair or co-chair of dissertation committees if they meet the criteria established by the graduate program for significant current involvement in scholarly research or creative productivity.
- Advisory committee experience: All thesis and dissertation advisory committees must have at least one member who has previously served on a thesis or dissertation committee that graduated a student, either at UCF or at another accredited institution. Graduate faculty who have this experience may serve in the role of Vice Chair, if the Chair does not have this experience.

### Graduate Faculty Scholar appointments:

- Graduate faculty scholars may teach graduate courses and may serve as members or co-chairs of thesis or dissertation advisory committees, as specified on this nomination form.
- Under certain circumstances, a graduate faculty scholar who has previous committee experience may serve as Vice Chair.

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### NOMINATION SUBMISSION

Once signed, please submit this form (in PDF) and a recent curriculum vitae (in MS Word or PDF) for the nominee as e-mail attachments to [gradfac@ucf.edu](mailto:gradfac@ucf.edu). (NOTE: For newly hired individuals, DO NOT include this nomination form with the hiring package, but send directly to the College of Graduate Studies after acquiring the required endorsements.)

It is important that the CV includes an indication of thesis and/or dissertation committees that the nominee has served on, and the year the student graduated. Relevant time frames for degrees obtained, appointments, publications, and other scholarly or creative activities are also critical for effective review.

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### PROCESS OF APPOINTMENT

ALL participants in graduate-level instruction must first be nominated by one of the UCF graduate programs. (Thereafter, they will be evaluated for reappointment whenever the nominating program is reviewed by the university.) The nomination must subsequently be endorsed by the graduate program director, the chair of the unit overseeing the program (and the academic college, if required) and forwarded to the College of Graduate Studies. Nominations will be reviewed and appointments made by the Vice Provost and Dean of the College of Graduate Studies.

Once appointed, any member of the Graduate Faculty or graduate faculty scholar may be approved for participating in any graduate program with the review and approval of that graduate program committee without the need to submit any additional paperwork to the College of Graduate Studies. For current policies regarding the requirements and responsibilities for graduate faculty and graduate faculty scholars serving on thesis or dissertation advisory committees, please see the graduate catalog.