

## Graduate Faculty Status Application Form

**Directions:** After completing this form and obtaining all required signatures, please submit this form to the Graduate School. A current curriculum vita must accompany this form. Please see the attached page for more information on the status options. If you are a new, full-time employee of UALR, your curriculum vita must reflect this fact in the employment section of your vita. If you are not a U.S. citizen, then you must first complete the Federal Export Control process via the Vice Provost for Research prior to applying for graduate faculty status.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print

Highest Degree(s):  Doctorate  Specialist  Master's  Other: \_\_\_\_\_

Current Professional Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Select A or B below. If B is selected, indicate the functions to be performed.**

**A. Full Graduate Faculty Status:** This status is offered to persons tenured or in tenure track positions at UALR who hold terminal degrees in their fields of practice. Persons holding the titles of Research or Clinical Assistant Professor, Research or Clinical Associate Professor, or Research or Clinical Full Professor—as distinguished by UA Board Policy 405.1—also qualify.

Faculty with full status may teach graduate courses; serve as program coordinator; serve as a chair, co-chair, or member on graduate supervisory and examining committees; supervise graduate research and field work; supervise graduate research assistants; and serve on the Graduate Council.

**B. Affiliate Graduate Faculty Status:** This status is offered to persons who do not meet the criteria for full graduate faculty status. They must possess a minimum of a master's degree appropriate in their field of practice. They are eligible for the privileges of full status except that they cannot serve as graduate program coordinators; serve as graduate supervisory or examining committee chairs unless they are a UALR faculty member; or sign dissertations as advisor. However, they can sign as co-advisor.

**Check functions to be performed:**

Teach graduate course(s): \_\_\_\_\_

Committee member:  comprehensive exam  field supervision  thesis  dissertation

Committee chair:  comprehensive exam  field supervision  thesis  dissertation  
(UALR faculty only)

Conduct student advisement activities

Other: \_\_\_\_\_

**Additional comments (optional):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Signatures:

Dept.: \_\_\_\_\_ Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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**Graduate Council Action:**  Approved  Not Approved

Graduate Council Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

## Graduate Faculty Status Definitions

Traditional academic rank (e.g., instructor, assistant professor, associate professor, full professor, adjunct, research associate) is not the basis for determining graduate faculty membership. Individuals holding adjunct and research associate appointments may also be eligible for graduate faculty membership. Please use these descriptions when recommending an individual for graduate faculty status.

**Full Graduate Faculty Status:** Full status is offered to persons tenured or in tenure track positions at UALR. They hold an appropriate terminal degree in their field of practice. Persons holding the titles of Research or Clinical Assistant Professor, Research or Clinical Associate Professor, or Research or Clinical Full Professor—as distinguished by UA Board Policy 405.1—also qualify. Full members can do the following:

- Teach graduate courses
- Serve as a graduate Program Coordinator
- Serve as a graduate advisor
- Serve as a thesis/project committee chair
- Serve on a thesis/project committee
- Evaluate comprehensive exams
- Serve as a dissertation committee chair
- Serve on a dissertation committee
- Supervise graduate research
- Supervise graduate assistants (GAs, TAs)
- Serve on the Graduate Council

**Affiliate Graduate Faculty Status:** This status is given to persons who do not meet the criteria for Full Graduate Faculty Status. They must possess a minimum of a master's degree appropriate in their field of practice. They are eligible for the privileges of full status except that they cannot serve as graduate program coordinators; serve as graduate supervisory or examining committee chairs unless a UALR faculty member; or sign dissertations as advisor (however, they can sign as co-advisor).

### Checklist

1. Include a current CV showing UALR affiliation (if appropriate).
2. Make sure that dates of degrees and employment are included on CV.
3. Verify that correct status and privileges are requested (Affiliate graduate faculty have the privileges noted above.)
4. Verify that all necessary signatures are provided before sending to the Graduate Council.