

## GRADUATE FACULTY MEMBERSHIP

**Department/School:** Applied Computer Science

**Date:** July 1, 2002

### DEPARTMENT/SCHOOL CRITERIA

No additional criteria

### DEPARTMENT/SCHOOL PROCEDURES FOR NOMINATIONS

Membership:

1. By March 1, the Graduate Coordinator will announce to any eligible faculty the procedure regarding nomination for membership to the department graduate faculty.
2. By March 20, the eligible member will provide to the Graduate Coordinator the necessary documents to demonstrate how they meet the membership criteria specified by Section 3, Article IV of the Bylaws of the Graduate School. A curricula vita from the faculty will normally suffice as documentation.
3. By April 1, the Graduate Advisory Committee will make a recommendation to the Department Chairperson for each person requesting graduate faculty status.
4. By May 1, the faculty member may appeal a negative decision by the Graduate Advisory Committee to the DFSC. The results of the appeal will be communicated to the respective faculty member and Graduate Advisory Committee.
5. By October 1, the Department Chairperson/Graduate Coordinator will submit to the Graduate School a list of newly recommended members of the graduate faculty, as required by Section 3, Article IV of the Bylaws of the Graduate School.

Procedures:

1. By February 15, annually, the Graduate Advisory Committee will review this procedure and recommend any revisions to the requirements or procedures for membership for the following year to the Department Chairperson.
2. By March 1, the Department Chairperson/Graduate Coordinator will submit to the Graduate School for review and approval any changes in the procedures and requirements used to select graduate faculty, as required by Section 3, Article IV of the Bylaws of the Graduate School.

### FINAL STEP

Department Chair/School Director submits nomination to the Graduate School after checking that nominee meets all Illinois State University criteria as well as any additional department/school criteria. Submission may be **either** upon hire or by yearly fall/spring dates (November 1/March 1) as determined by the Graduate Council Membership Committee. Use the correct form for each nominee and attach their vita.

1. Upon Hire Form: [www.grad.ilstu.edu/faculty](http://www.grad.ilstu.edu/faculty)
2. Current Faculty Form: [www.grad.ilstu.edu/faculty](http://www.grad.ilstu.edu/faculty)