

GRADUATE FACULTY MEMBERSHIP

DEPARTMENT/SCHOOL OF: Special Education

DATE: September 7, 2007

DEPARTMENT/SCHOOL CRITERIA

DEPARTMENT/SCHOOL PROCEDURES FOR NOMINATIONS

Candidate's vita and an optional statement of qualifications are presented to faculty members in the Department of Special Education who hold Graduate Faculty Status. Graduate faculty members have at least two weeks to review credentials and request additional information from the candidate. Graduate faculty members then vote to (a) recommend candidate for full graduate faculty membership, (b) recommend candidate for associate graduate faculty membership, or (c) not recommend candidate for either graduate faculty membership. A simple majority of graduate faculty members voting is required for recommendation for full graduate faculty membership. If a simple majority of graduate faculty members voting does not recommend a candidate for full graduate faculty membership, the votes for full graduate faculty membership and associate graduate faculty membership will be combined. If a simple majority of graduate faculty members voting recommends a candidate for full graduate faculty membership or for associate graduate faculty membership, the candidate will be recommended for associate graduate faculty membership. If a simple majority of faculty do not recommend a candidate for either full or associate graduate faculty membership, the candidate will not be recommended for graduate faculty membership.

FINAL STEP

Department Chair/School Director submits nomination to the Graduate School after confirming 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.

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| 1. Upon Hire Form: | www.grad.ilstu.edu/faculty |
| 2. Current Faculty Form: | www.grad.ilstu.edu/faculty |