



**REGULAR GRADUATE FACULTY**  
**Graduate Faculty Nomination and Renewal Form**

*This form is for tenured and non-tenured regular faculty who are members of departments that offer graduate degrees, or who are members of departments that offer support courses for graduate degree programs. The full criteria for Graduate Faculty nomination and renewal can be found in the Graduate Addendum of the [ATU Faculty Handbook](#).*

**Submission Checklist**

Email the following items to [gradcollege@atu.edu](mailto:gradcollege@atu.edu):

This form (with department head and college dean signatures)

Faculty member's curriculum vita (CV)

Signed [Faculty Qualification Verification Form](#) (from Academic Affairs)

<b>Is this a</b>	<b>New Application</b>	<b>OR</b>	<b>Renewal</b>
Will this faculty be	<b>Regular Graduate Faculty</b> <i>(teaching at Master's level only)</i>	<b>OR</b>	<b>Doctoral Graduate Faculty</b> <i>(teaching/advising at doctoral level)</i>

**Applicant Information:**

Faculty Name:

T#:

Title:

ATU Email:

College:

Department:

Program:

**Applicant Qualifications:**

Select **one** of the following that outlines this person's qualification for graduate faculty status:

1. This individual defended their dissertation in the last three years

Date of dissertation defense:

-OR-

2. This individual began initial employment at ATU in the last three years

Date of hire:

-OR-

3. This individual is a faculty member in a newly created graduate program

Date of program approval:

-OR-

4. This individual has accomplished at least two of the following within their academic field in the previous six years (ensure each is listed on the faculty member's CV):

**For applicants applying via option 4 above, please check and list at least two items below:**

- A. Publication of book/article/chapter/work in a peer-reviewed press (scholarly work, poetry, fiction, nonfiction, play, translation) NOTE: doctoral faculty must have a minimum of two peer-reviewed methodological or equivalent publications in the last six years
  
- B. Presentation at a national or international professional meeting
  
- C. Serving as an editor for a scholarly publication (such as a peer reviewed journal, special issue, edited book, etc.)
  
- D. Conducting seminars and workshops for professionals at a national or international level
  
- E. Performance or reading of original work at a national or international level
  
- F. Significant media production, such as a film, that has won acclaim and is the result of original research
  
- G. Awards for scholarly/creative work at the national, regional, state, university, or college level
  
- H. Creation of original (or originally-curated), publicly-available teaching materials on a recognized scholarly forum (such as OER materials)
  
- I. Awarded a successfully-funded external grant
  
- J. Authored and submitted a federal grant application (e.g., NSF, NEH, NIH, DoE, etc.)
  
- K. Authored and submitted (to funder or agency) major program evaluation/assessment (such as external grant evaluation report or accreditation report)

**Signatures**

Department Head:

Date:

Dean of College:

Date:

Dean of Research  
& Graduate Studies:

Date: