

## Graduate Faculty Membership Application Guidelines

(Revised January 2012)

The Bylaws of the College of Graduate Studies at Cleveland State University provide for the review and appointment of Graduate Faculty regardless of the discipline or area of scholarship and professional activity. The term of a regular appointment to the University Graduate Faculty is five years. An initial three-year appointment may be granted to a faculty member who has received the appropriate terminal academic degree within the last two years and who meets the requirements noted below.

The Graduate Faculty Review Committee, which is a committee of the University Graduate Council, reviews applications and makes recommendations regarding Graduate Faculty appointments. Absent documentation, the Graduate Faculty Review Committee and the University Graduate Council will not act upon applications.

Interested faculty members should submit a request for membership including the following:

1. A letter detailing how they have met the criteria specified by their college guidelines.
2. A current c.v. highlighting those items which demonstrate how they have met the criteria specified in the college guidelines.
3. Any additional documentation or information that demonstrates how they have met the criteria.

Depending upon the specific unit criteria, below is the type of information required:

- **Refereed conferences** – demonstration of refereeing process including such things as rejection rate names of individuals on the review board, etc.
- **Grants** – information on amount of award, term of award, funding source, and whether competed or directed grant program.
- **Patents** – patent number or patent pending number
- **Certifications & licensures** – jurisdiction of certification, requirements to hold certification, and how often it is renewed
- **Publications** – the full citation for all publications must be provided, including the title of the work, the year of publication, the title of the outlet publishing the work, as well as the volume and inclusive page numbers.
- **Co-authored publications** – must list the contributing authors in the order in which they appear on the publication and the contribution of each author for a co-authored book.
- **Invited publications** – documentation of the nature of the invitation and the publication review process.
- **Articles, chapters, and books in press or accepted for publication** – a copy of the final acceptance letter from the editor.

### Regular Five-Year Appointments:

Each academic college has established a set of criteria for their faculty to receive a regular five-year appointment. These standards have been reviewed and approved by the University Graduate Council. Applicants may find these standards on the College of Graduate Studies web site:

<http://www.csuohio.edu/gradcollege/faculty/membership/>

### Initial Three-Year Appointments:

A regular faculty member who has earned the appropriate terminal degree within the preceding two years may apply for an initial three-year appointment to the Graduate Faculty. Initial three-year appointments are not available to adjunct faculty members.

Approval of an initial three-year appointment requires that the applicant provide:

- Evidence of at least one article in a refereed outlet or a formally invited book chapter in print or in press, (or)
- Documentation of at least one article or book chapter currently under review for publication in a refereed outlet.

### **Adjunct Faculty Applicants:**

Membership on the Graduate Faculty is available to any Cleveland State University *adjunct faculty* member. Individuals who do not hold regular or formal adjunct status at the University may not be considered for membership on the Graduate Faculty.

The department chairperson should transmit application materials to the College of Graduate Studies, along with their recommendation regarding the request. The chairperson may choose either to support or not support the request. The basis for the recommendation must be clearly stated and documented in the chairperson's correspondence.

### **Emeriti Faculty:**

Graduate Faculty members who are awarded official emeriti status during their term of appointment on the Graduate Faculty may serve the remainder of their appointment as a voting member of the Graduate Faculty. Upon conclusion of the faculty members' term, Emeriti faculty may apply for renewed appointments to the Graduate Faculty under the same regulations governing appointments of other faculty members.

### **Application Deadlines**

**Graduate Faculty applications are now submitted online.** Documents can be uploaded at the following link:

<https://graduatestudies.csuohio.edu/gradfaculty/index.php>

The username is: [gradfaculty@csuohio.edu](mailto:gradfaculty@csuohio.edu)

Password is: gradfac

**Documents MUST BE in pdf format and titled with last name and department.** For example, title your documents: Weyman-BGES-CV or Weyman-BGES-CoverLetter. Cover letter should include an explanation of how you meet the College criteria for which you are applying. All College criteria are listed at the following link:

<http://www.csuohio.edu/gradcollege/faculty/membership/>

Deadlines for submissions are:

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|--------------------|--------------------|
| <b>Fall Term</b>   | <b>October 14</b>  |
| <b>Spring Term</b> | <b>February 24</b> |
| <b>Summer Term</b> | <b>July 31</b>     |

Please refer any questions regarding Graduate Faculty application and/or review procedures to Maribeth Kralik, Administrative Assistant to Dean Jianping Zhu at 216-687-3595.