

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO GRADUATE FACULTY

University of Missouri-Kansas City, School of Education,
Social Work, and Psychological Sciences

Name: _____

Division: _____

Current Academic Rank:

- ☐ Tenure Track Faculty (Please select rank):
☐ Assistant ☐ Associate ☐ Full

***Note: Tenure Track faculty interested in Doctoral Faculty status should fill out the Application for Appointment or Reappointment to Doctoral Faculty**

- ☐ Full-Time, Ranked NTT Faculty (Please select rank):
☐ Assistant ☐ Associate ☐ Full

- ☐ Part-time and/or Unranked NTT Faculty
Title: _____

- ☐ Other (inc. Appointments Without Compensation)
Title: _____

Type of graduate faculty appointment sought:

- ☐ New appointment – *for faculty who have completed their dissertations within the past five years*
☐ New regular appointment
☐ Reappointment for a 5-year term
☐ Appointment to Adjunct Graduate Faculty

Signature of applicant

Date signed

INSTRUCTIONS TO APPLICANT:

Please submit the following documents:

- 1. Application for Appointment or reappointment to Graduate faculty document (2 pages)*
- 2. UMKC Transmittal form: Recommendation for Appointment or Reappointment to Graduate Faculty*
- 3. (For Adjunct Graduate Faculty) Addendum for Applicants to Adjunct Graduate Faculty*
- 4. Copy of School of Education GRADUATE FACULTY CRITERIA*

Research Area Affiliation (Check ONE):

- ☐ Admin & Info Science
☐ Biological & Chemical Science
☐ Humanities & Arts
☐ Physical, Math., Engineering & Computer Science
☐ Social & Behavioral Science

Nomination Procedure for Appointment or Reappointment to GRADUATE FACULTY

1. Applicants for Graduate Faculty only will complete this Form. Applicants for Adjunct Graduate Faculty complete this application and provide necessary supplementary materials. Applicants who do not meet the criteria for full Graduate Faculty status will be assessed for Adjunct Graduate Faculty Status, and may be asked for further information to support this application.
2. All materials will be submitted to and reviewed first by the Department Chair, who will in turn forward materials to the Graduate and Doctoral Faculty Nominating committee. After the Doctoral/Graduate Faculty Nominating Committee has reviewed and taken action on the application and the committee's action and signatures are duly recorded on the transmittal form, the nominating committee's chair forwards the application and transmittal to the Dean for comments and evaluation. The Nominating committee will let the applicant know of its decision by providing a photocopy of the approved application before the original document is forwarded to the Dean.
3. The Dean reviews the application and, if approved, notifies the School of Graduate Studies. If not approved, the Dean notifies the Committee.
4. A faculty member whose application for appointment receives a negative vote on any review level will be so informed by the respective review bodies and may, if desired, provide additional material in support of the application before it is forwarded to the next review level.

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO GRADUATE FACULTY

NAME:

Date:

List the highest degree you have obtained, the institution granting the degree, and the year the degree was granted:

DEGREE:**INSTITUTION:**

YEAR GRANTED:

ATTACH A COPY OF THE GRADUATE FACULTY CRITERIA for your discipline and make reference to specific items in those criteria when responding to Item 1, below.

1. Documentation of scholarly creative achievement over the **past five years**. For each item listed here, indicate which discipline-specific **regular** criterion or **alternate** criterion to which the achievement applies.
2. **For Adjunct Graduate Faculty applicants only:** Please attach a Curriculum Vita.

[illegible]

**UMKC School of Education, Social Work, and Psychological Sciences Transmittal Form
Recommendation for Appointment or Reappointment to the Graduate Faculty
[Applicant is to attach this blank form to the application packet.]**

Applicant's Name:

Academic Unit:

A. DEPARTMENT CHAIR COMMENTS AND RECOMMENDATION:

Signature: _____ **Date signed:** _____

B. SESWPS GRADUATE NOMINATING COMMITTEE'S EVALUATIVE COMMENTS AND RECOMMENDATIONS: (Committee should clearly state how the nominee's qualifications satisfy the discipline's criteria for graduate faculty membership.)

Evaluative Comments:

Recommendations:

_____ Recommend appointment or reappointment to Graduate Faculty

_____ Recommend appointment to Adjunct Graduate Faculty

_____ Do not recommend appointment or reappointment to Graduate Faculty/Adjunct Graduate Faculty for the reasons listed below:

Committee's signatures:

_____	_____
_____	_____
_____	_____

Committee chair:

_____ **Date:** _____

C. SESWPS DEAN COMMENTS AND APPROVAL:

Signature: _____ **Date signed:** _____

**UMKC School of Education, Social Work, and Psychological Sciences:
Addendum for Applicants to Adjunct Graduate Faculty
Letter of Support Form
[Applicant is to attach this blank form to the application packet]**

Note: The Chair is responsible for forwarding this letter along with a signed transmittal form. The Chair is free to develop this Letter in collaboration with program coordinators, supervisory committee members, and/or relevant instructors of record for courses that the applicant seeks to teach, and may also seek additional information from the applicant as necessary.

APPLICANT INFORMATION

Name:

Highest Degree Earned/Institution/Year:

If the highest degree earned is not a doctoral degree (i.e., Ed.D. or Ph.D.), please outline the professional or academic experiences and/or other qualifications that should be considered as equivalent experience:

What responsibilities is the applicant seeking? (E.g., teaching graduate courses [please indicate which ones], serving on graduate supervisory committees [indicate degree program and, if appropriate, specific students])

Why is the applicant being considered to participate in graduate education, as a teacher and/or a supervisory committee member?

Please describe the applicant's qualifications (beyond degree and/or equivalent experience) to participate in graduate coursework. (Please attach additional information as necessary.)