



## Instructions

**IMPORTANT** – Please review membership definitions on (pages 6-7) before selecting a membership type.

**APPLICANT** – Download this fillable PDF form and save to your computer.

- Complete form, sign, and save. [Digital signature](#) instructions.
- May combine CV with application and save as one pdf document or attach application and CV as separate documents.
- Forward application and CV via email to your Department Chair and copy College Dean for their signatures and summary appraisals.

**DEPARTMENT CHAIR** – Review and Complete page 4. Include membership level endorsed, written summary appraisal, and your signature. Forward to your academic College Dean.

**COLLEGE DEAN** – Review and complete page 5. Include membership level endorsed, written summary appraisal, and your signature. Submit completed application to

[GraduateCollegeGraduateFacultyMembership@utoledo.edu](mailto:GraduateCollegeGraduateFacultyMembership@utoledo.edu)

*Incomplete applications will be returned, thus delaying the review process.*

## Graduate Faculty Membership Application

### Applicant Section

ALL APPLICANTS COMPLETE THIS SECTION		
Full Name [First Middle Last] _____		
Highest Degree Earned (include level and field) _____		
Date Attained _____	Is this the Terminal Degree in your Discipline?	Yes      No
Email _____		
INTERNAL (UTOLEDO) APPLICANTS ONLY COMPLETE THIS SECTION		
Faculty Rank _____	Rocket ID _____	
College _____	Department _____	
Other, specify _____	Mail Stop _____	
Are Tenured or in a Tenure Track Position?	Full Time or Part Time?	
EXTERNAL (NON-UTOLEDO ) APPLICANTS ONLY COMPLETE THIS SECTION		
Institution/Company Affiliation _____		
Department/Division/Unit _____		
Mailing Address _____		
UT Department/ Program Affiliated with _____		
MEMBERSHIP INFORMATION: <a href="#">CURRENT MEMBERS, CHECK YOUR STATUS</a> <a href="#">VIEW MEMBERSHIP CATEGORIES</a>		
Application Type	Current Membership Status	Membership Applying For

Complete this section by selecting requested privileges ONLY If applying for Special Membership .

Teach graduate level courses (not including thesis, scholarly project and dissertation research)

Teach graduate level courses (including thesis, scholarly project and dissertation research).

Serve on, but not chair, Master's advisory committees, comprehensive examination committees, graduate projects/internships.

Serve on, but not chair, Doctoral advisory committees, comprehensive examination committees, graduate projects/internships.

Serve on and chair Master's advisory committees.

Serve on and chair Doctoral advisory committees.

Other: \_\_\_\_\_

List Graduate advising, research supervision, and thesis, project, and/or dissertation committee membership during the last seven years. List names of students, degree, date, and subject area. If not at The University of Toledo, please indicate where. If additional space is needed, please indicate "See Attached" and attach additional documents.

a. Served as a major advisor

b. Served as a committee member

List other activities in graduate level teaching, scholarship, and research grants during the last seven years. If additional space is needed. Please indicate "See attached" and attach additional documents.

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Department Chair and College Dean Section

**DEPARTMENT CHAIR:** Select endorsed membership category, provide your summary appraisal in space below, and include signature and date.

Indicate membership level you are endorsing for the applicant:

Check all that apply:

If applying for **Special**, verify the duties that the applicant will perform. Please explain below.

If applying for **Adjunct, Professional or Special** AND the applicant does not have Terminal Degree in the same discipline as (s)he will be teaching. The applicant holds an earned Master's degree **and** possesses equivalent experience to a terminal degree. For those graduate faculty applicants holding less than a terminal degree, outline how the applicant meets the university's minimum threshold of five years of experience or demonstrated skills in the same area in which the potential instructor will be teaching. This may include breadth and depth of experience in real-world relevant situations to what the faculty is teaching and/or industry credentials. Please explain below.

*Department Chair Recommendation Here*

Chairperson's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**COLLEGE DEAN: Select endorsed membership category, provide your summary appraisal in space below, and include signature and date.**

Indicate membership level you are endorsing for the applicant:

*College Dean Recommendation Here*

Dean's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**COLLEGE OF GRADUATE STUDIES USE ONLY**

RECEIVED DATE \_\_\_\_\_ COMPLETE \_\_\_\_\_ INCOMPLETE & RETURNED DATE \_\_\_\_\_

REASON \_\_\_\_\_

## Graduate Faculty Membership Categories

Membership	Qualifications	Duties and Privileges	Review and Renewal
<b>Full</b>	<ul style="list-style-type: none"> <li>• Hold a terminal or earned doctoral degree.</li> <li>• Hold a regular continuing faculty appointment at the University of Toledo.</li> <li>• Be actively engaged in both graduate education and research and continuing scholarly activity.</li> <li>• Consideration will be given to evidence of successful involvement with graduate students and programs, evidence of significant professional accomplishment, and where appropriate, administrative responsibility in graduate education.</li> </ul>	<ul style="list-style-type: none"> <li>• Propose, design and teach graduate level courses (including thesis research, scholarly project research and dissertation research).</li> <li>• May serve on, or chair, Masters and Doctoral advisory committees, comprehensive examination committees, and graduate projects or internships.</li> <li>• May vote in elections pertaining to Graduate Council and graduate education matters.</li> <li>• May serve on appropriate committees of the Graduate Council.</li> <li>• May serve on the Graduate Council.</li> </ul>	<p>Review every seven years. The result of this review may be:</p> <ul style="list-style-type: none"> <li>• Continued Full membership.</li> <li>• Associate membership.</li> <li>• Professional membership.</li> <li>• Revocation of Graduate Faculty membership.</li> </ul>
<b>Associate</b>	<ul style="list-style-type: none"> <li>• Hold an earned terminal degree; alternatively, hold an earned Master’s degree and possess equivalent experience to a terminal degree as documented through an evaluative review process.</li> <li>• Hold a regular continuing faculty appointment at the University of Toledo.</li> <li>• Demonstrated responsibility in both graduate education and research including continuing scholarly activity.</li> </ul>	<ul style="list-style-type: none"> <li>• May serve on, but may not chair, Masters or Doctoral advisory committees and comprehensive examination committees. However, only Graduate Faculty with doctoral degrees may serve on Doctoral advisory committees. Exceptions to this provision may be addressed with Special Membership status.</li> <li>• May serve on, or chair, Scholarly Project committees; may direct internships.</li> <li>• May teach graduate level courses (excluding thesis/dissertation research).</li> <li>• May vote in elections pertaining to Graduate Council and graduate education matters.</li> <li>• May serve on appropriate committees of the Graduate Council.</li> <li>• May not serve on the Graduate Council.</li> </ul>	<p>Review every seven years or sooner if requested. The result of this review may be:</p> <ul style="list-style-type: none"> <li>• Promotion to Full membership.</li> <li>• Continued Associate membership.</li> <li>• Professional membership.</li> <li>• Revocation of Graduate Faculty membership.</li> </ul>

<p><b>Professional</b></p>	<ul style="list-style-type: none"> <li>• Hold an earned terminal degree; alternatively, hold an earned Master’s degree and possess equivalent experience to a terminal degree as documented through an evaluative review process.</li> <li>• Hold a regular continuing faculty appointment at The University of Toledo, and</li> <li>• Be qualified to engage in teaching service at the graduate level.</li> </ul>	<ul style="list-style-type: none"> <li>• May serve on, but may not chair, Scholarly Project, Master’s or Doctoral advisory committees and comprehensive examination committees. However, only Graduate Faculty member with doctoral degrees may serve on Doctoral advisory committees. Exceptions to this provision may be addressed with Special Membership status;</li> <li>• May teach graduate level courses (excluding thesis/dissertation research, and,</li> <li>• May vote in elections pertaining to Graduate Council and graduate education, but,</li> <li>• May not serve on the committees of the Graduate Council, and,</li> <li>• May not serve on the Graduate Council.</li> </ul>	<p>Reviewed within seven years or sooner if requested. The result of this review may be:</p> <ul style="list-style-type: none"> <li>• Promotion to Full membership.</li> <li>• Promotion to Associate membership.</li> <li>• Continued Professional membership.</li> <li>• Revocation of Graduate Faculty membership.</li> </ul>
<p><b>Adjunct</b></p>	<ul style="list-style-type: none"> <li>• Hold an earned terminal degree; alternatively, hold an earned Master’s degree and possess equivalent experience to a terminal degree as documented through an evaluative review process.</li> <li>• Does not hold a regular continuing faculty appointment at The University of Toledo, but is employed at an academic institution in the same discipline. Adjunct membership may be held by visiting and part- time faculty, part-time clinical or visiting appointees, and fellows, and</li> <li>• For those professionals who would make a significant contribution to graduate education, research, and service.</li> </ul>	<ul style="list-style-type: none"> <li>• May teach graduate level courses (excluding thesis/dissertation research);</li> <li>• May serve on, but may not chair, Scholarly Project, Masters or Doctoral advisory committees and comprehensive examination committees. However, only Graduate Faculty members with doctoral degrees may serve on Doctoral advisory committees. Exceptions to this provision may be addressed with Special Membership status; but</li> <li>• May not vote in elections pertaining to Graduate Council or graduate education matters.</li> <li>• May not serve on committees of the Graduate Council</li> <li>• May not serve on the Graduate Council.</li> </ul>	<p>Appointment for three years. May be renewed upon recommendation of the Membership Committee.</p>
<p><b>Special</b></p>	<ul style="list-style-type: none"> <li>• The Membership Committee may grant Special Membership to professionals, including but not limited to: Retired University of Toledo faculty and non-University of Toledo applicants from outside of academia, who would make a significant contribution to graduate education or research.</li> </ul>	<ul style="list-style-type: none"> <li>• Given responsibilities as enumerated by the Membership Committee from the Duties and Privileges of Full Membership.</li> <li>• May not vote in elections pertaining to Graduate Council or graduate education matters.</li> <li>• May not serve on the committees of the Graduate Council.</li> <li>• May not serve on the Graduate Council.</li> </ul>	<p>Appointment for a specific period of time but in no case greater than three years.</p> <p>This membership appointment may be renewed upon recommendation of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies and the Membership Committee.</p>