



GRADUATE FACULTY STATUS NOMINATION FORM

Request to nominate a faculty member for graduate status.

Instructions: To initiate the graduate faculty status approval process, the nominating department should complete and submit this form, along with a copy of the nominee's current curriculum vitae.

Section A. Nominee Information

Nominee: _____ UTPB Email: _____

Phone Number: _____ Date: _____ First Time _____ Renewal _____

College: _____ Department: _____

Section B. Select all that apply:

Professor Associate Assistant Tenured Tenure-Track
Lecturer/
Instructor Part-Time Adjunct Non-UTPB Employed Professional

COURSES TO BE TAUGHT OR ROLE IN THE GRADUATE PROGRAM: (i.e., committee member or mentor)	CREDENTIALS: Degrees earned and relevant coursework to support graduate courses and mentorship of graduate students	DESCRIPTION OF ACTIVITIES ALIGNED WITH GRADUATE FACULTY STATUS ² (e.g., theses/dissertations, publications, etc. within the last five years)
Graduate Courses Dissertation Committee Member		

Section C. Status (Refer HOP 8.11/NEXT PAGE)

Regular

Provisional

Statement of nomination briefly highlighting qualifications. Attach vitae to this form.

Section D. Approving signatures.

_____ Printed Name of Applicant	_____ Signature of Applicant	_____ Date
_____ Printed Name of Graduate Program Coordinator	_____ Signature of Graduate Program Coordinator	_____ Date
_____ Printed Name of Department Chair	_____ Signature of Department Chair	_____ Date
_____ Printed Name of College Dean	_____ Signature of College Dean	_____ Date
_____ Printed Name of Graduate Studies Dean	_____ Signature of Graduate Studies Dean	_____ Date

Submit fully signed nomination form and updated CV to:

Graduate Studies MB 4103
4901 East University Blvd Odessa, TX 79762
Email: gradstudies@utpb.edu
Phone: 432-552-2530
Fax: 432-552-3530

HOP 8.11 Appointment to Graduate Faculty

8.121.1 Provisional Appointment Requirements:

- 8.121.11 Full Time appointment to faculty at U.T. Permian Basin.
- 8.121.12 Rank of Assistant Professor, Associate Professor, Professor, or Senior Lecturer.
- 8.121.13 Engaged in research or scholarly creative works appropriate with discipline.
- 8.121.14 Teaching graduate courses or in direction of graduate student research.
- 8.121.15 Hold the highest degree normally awarded in her/his discipline.
- 8.121.16 Exceptions may be made for those of appropriate equivalent rank who are involved in research and in graduate education and who are eligible as approved by the Graduate Studies Dean and Provost.

8.121.2 Recommendations for Appointment

- 8.121.21 The recommendation should include a current curriculum vitae of the candidate and carefully enumerate how the recommended individual meets or will meet the above listed criteria.
- 8.121.22 Official appointment to the University Graduate Faculty is made by the Graduate Studies Dean and Provost.
- 8.121.23 New Graduate Faculty shall serve a minimum of one year in provisional status.

8.121.3 Regular Status Requirements - The same criteria as above, except such appointment may only occur after the provisional period has been completed. Additional requirements:

8.121.31 Term of Regular Appointment

- 8.121.311 Appointment to regular status is a continuing appointment subject to annual review of faculty performance, to periodic review during the sixth year after appointment to regular Graduate Faculty status, and to periodic review every six years thereafter to be conducted simultaneously
- 8.121.312 The periodic review is conducted by the Graduate Studies Office and should include a current curriculum vitae of the candidate that carefully enumerates how the individual has met the above listed criteria for significant contribution to graduate education.
- 8.121.313 After the periodic review, the recommendation of the Graduate Studies Dean for continuing or not continuing regular Graduate Faculty status is forwarded to the Provost and Vice President for Academic Affairs.
- 8.121.314 A provisional Graduate Faculty member becomes a regular member of the Graduate Faculty upon receiving tenure. The term for provisional membership is up to seven years.