

APPLICATION FOR GRADUATE FACULTY MEMBERSHIP
West Virginia University Health Sciences Center

- Routing: 1) Chair of Departmental-level of review
 2) Chair of School-level of review
 3) Dean of the School, if applicable
 4) Office of HSC Graduate Programs

Name, Degree: _____

School of: _____

Faculty Rank: _____

Department: _____

Research Center (if applicable): Check all that apply

Cancer Cell Biology _____

Cardiovascular Sciences _____

Neuroscience _____

() **Regular Membership**¹

(a) has an earned doctoral-level degree and an appointment at the rank of assistant professor or higher in a tenure- or clinical-track position²

(b) has contributed to graduate education - check all that apply:

____ member on dissertation or thesis committees

____ dissertation mentor for a graduate student and/or advisor to a postdoctoral fellow

____ teaching (or for a new hire willingness to teach) in graduate courses

(c) has met the School criterion for authorship on peer-reviewed manuscripts published in refereed journals or a book or book chapter within the last three years³.

(d) has met the School criterion for principal investigator or co-investigator on a extramural grant submitted, pending, or awarded within the last three years⁴.

() **Associate Membership**¹

(a) has an earned doctoral-level degree and has an appointment at the rank of assistant professor or higher in a tenure- or clinical-track

(b) has contributed to graduate education - check all that apply:

____ member on dissertation or thesis advisory committees

____ teaching (or for a new hire willingness to teach) in graduate courses

(c) has shown evidence of research productivity - check all that apply; at least two are preferred:

____ scientific article or book or book chapter published in the last three years

____ extramural grant submitted

____ presentation at state, regional, or national, or international meetings

(d) Other (please describe: _____)

Chair, Departmental-level of review

Date

Chair, School-level of review

Date

Dean of School, if applicable

Date

Chair, HSC Graduate Faculty Advisory Council

Date

¹ Graduate Faculty Members are appointed as Regular or Associate Members for a three-year period, and membership is reviewed every three years.

¹ Regular members may direct Ph.D. dissertations, doctoral projects, and masters theses, with the exception that in the Schools of Medicine and Pharmacy mentorship eligibility (of Ph.D. students enrolled in the Interdisciplinary Graduate Programs in the Biomedical Sciences and Public Health Sciences) requires current and continuous extramural funding as mentors are required to pay the student's stipend beyond year 2 in the program.

¹ Associate members may perform the same function as regular members with the exception of chairing student committees or directing Ph.D. dissertations, doctoral projects, and master theses.

¹HSC Graduate Faculty Advisory Council may waive under special circumstances one or more of the above criteria for Regular Graduate Faculty Membership. If such a waiver is requested, please attach a letter of explanation to this form.

² Exceptions to the requirement for a tenure-track faculty appointment:

- Visiting professors may be appointed as members of the graduate faculty for the term of their appointments but may not chair student committees.
- Faculty holding non-tenure-track appointments (including adjunct and research appointments) may be considered for graduate faculty membership
- Emeritus faculty members may remain on the graduate faculty, subject to school or college review.
- Off-campus professionals willing to participate in graduate education may be acceptable as graduate faculty but may not chair student committees (exceptions may be approved by the Assistant Dean for Graduate Studies).
- Individuals holding faculty appointments in institutions participating in cooperative doctoral programs may be considered graduate faculty, subject to school or college review.

These individuals must meet the same criteria (as listed for regular or associate membership) as do tenure-or clinical-track faculty:

³ Authorship Requirement

Schools of Medicine and Pharmacy – 2 or more published manuscripts

Schools of Dentistry and Nursing and Allied Health Professionals – 1 or more published manuscript

⁴ Grant Requirement

Schools of Medicine and Pharmacy – extramural grant

Schools of Dentistry and Nursing and Allied Health Professionals – extramural grant or WVU Research Corporation and Senate Research Grants, HSC Bridge and Research Development Grants

**Graduate Faculty Evaluation Information
West Virginia University Health Sciences Center**

Name, Degree: _____

Rank and Title: _____

School of: _____

1. Membership Status:

- I wish to be evaluated for regular graduate faculty status
 I wish to be evaluated for associate graduate faculty status
 I do not wish to be evaluated for graduate faculty status at this time

2. Qualifications: (please copy from your Curriculum Vitae or NIH Biographical Sketch; for items A and C, NIH Biographical Sketch will suffice)

- A. List all peer-reviewed journal articles or a book or book chapter published in the last three years.
- B. List all presentations during the last three years
- C. List extramural grant applications (as principal investigator or co-investigator). Identify if pending, submitted, or awarded.

Faculty Signature: _____

Date: _____

***NOTE: NEW and RENEWED REQUESTS for GRADUATE FACULTY MEMBERSHIP REQUIRE THIS FORM AND A CURRENT (provide date) BIOGRAPHICAL SKETCH IN NIH FORMAT.

HSC Graduate Faculty Advisory Council, comprised of the Associate Deans of the respective Schools and Faculty Representatives, annually reviews the policy and requirements for Graduate Faculty Membership and the composition of this membership form.

Revised: September 2008