

GRADUATE FACULTY NOMINATION FORM GF-1

Revised August 2006

Please see instructions on reverse side.

Date:

Recommended for: (check only one box)	Member (eligible to teach courses for graduate credit and to serve on advisory committees) <input type="checkbox"/> With Doctoral Committee Chairing Privileges <input type="checkbox"/> Without Doctoral Committee Chairing Privileges	<input type="checkbox"/> Affiliate (eligible only to teach courses for graduate credit)
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1.	Nominee: Last Name	First Name	Middle
	Campus Address	Campus Phone Number	OSU Faculty Rank (if applicable)

2. **Nominating Department:** (enter under appropriate group name)

1: Biological Sciences	2: Humanities	3: Physical Sciences & Technology

4: Social Sciences	5: Education	6: Biomedical Sciences

3.	Educational Background	Degree (e.g., B.S.)	Year	College/University
	Baccalaureate			
	Master's			
	Doctorate			

4. Positions Held (Start with most recent, employer and years)

5. a. Total number of refereed publications: _____ Number in last five years: _____
 b. List a maximum of five recent journal articles and books or other evidence of scholarly activities:

6. a. List the number and name of graduate level courses taught during the past five years and those expected to be taught:

b. Do you intend to serve on graduate student advisory committees? (Check all applicable)
 Doctoral Masters

Type of Students	Major Advisor		Degrees Awarded	Committee Member	
	Now	Last 5 years	Last 5 years	Now	Last 5 years
Master's					
Doctorate					

Approved by:	Signature	Date
Department Head:		
Group Chair:		
Graduate Council Vice Chair:		

NOMINATIONS: (See Article II, Section C, Bylaws of the Graduate Faculty, http://gradcollege.okstate.edu/faculty/gfc%20minutes/Grad_Fac_bylaws.pdf)

Nominations are made on Form GF-1 from the Department Head to the Chair of the Subject Matter Group. (Nominations for newly appointed tenure-track members of OSU faculty, or for initial appointments of affiliates, may be made by the department head, with approval by the Graduate Dean; Form GF-1 is not required — see Article II, Section C, Paragraphs 2(b) and 2(c), Bylaws of the Graduate Faculty.) The following instructions should be followed carefully so that appropriate information concerning each nominee is supplied concisely and accurately. *Incorrectly prepared forms will be returned by the Group to the Department Head and may delay action until the following semester.*

Item 1:	Name, OSU campus address, OSU phone number, and OSU faculty rank (if applicable)
Item 2:	OSU academic department submitting nomination.
Item 3:	Indicate earned degree, source of degrees and dates in order received.
Item 4:	Beginning with the most recent, indicate positions held. Include employer and years position held.
Item 5:	<p>One requirement for graduate faculty membership is creative ability. A listing of publications in professional journals, books published, patents, prizes, awards, or other forms of recognition for scholarly attainments are strong evidence to support nominations for membership. For associate membership, the doctoral degree, accompanied by evidence of current research and scholarly activities, is a strong recommendation even though the candidate may have just received the degree and has no refereed publications.</p> <p>a. Indicate in the appropriate spaces the total number of publications published and the number published in the last five years.</p> <p>b. List five recent journal articles and books with (1) names of authors in the correct order, (2) year published, (3) title, and (4) journal name, volume number and pages. Do not include abstracts. If the nominee has received notification from an editor that a manuscript has been accepted and scheduled for publication, insert <i>IN PRESS</i> at the end of the citation. Do not exceed a total of five publications. If less than five journal articles and books are listed, cite other types of publications. Nominees from academic areas which do not normally use journal publications or books as a mode of expressing creativity and scholarly attainment may list articles, compositions or exhibits, patents, prizes, awards, designs of structures or systems, and other professional accomplishments or contributions as may be appropriate.</p>
Item 6:	<p>Experience in instructing and advising graduate students at OSU or elsewhere is one of the general qualifications for graduate faculty membership.</p> <p>a. Give the catalog number and names of graduate level courses taught during the previous five years or expected to teach.</p> <p>b. Indicate whether or not you intend to serve on master's and/or doctoral advisory committees.</p> <p>c. Indicate the number of students you are major advisor for now and have been for over the preceding five (5) years. Indicate the number of students you have been major advisor to that have been awarded degrees during the last five (5) years. Indicate the number of graduate students you now serve as a member, not major advisor, of their advisory committees and have served as a member for over the preceding five (5) years.</p>

PROCEDURE AND TIMETABLE

Procedure: (See Article II, Section C, Paragraph 2(a), By-Laws of the Graduate Faculty, http://gradcollege.okstate.edu/faculty/gfc%20minutes/Grad_Fac_bylaws.pdf)

Nominations to membership or affiliate membership in the Graduate Faculty are made by the head of a department with a graduate program, typically that of the faculty member's department head. Typically, evaluations of nominations are conducted according to the following schedule:

Date	Semester		Procedural Step
	Fall	Spring	
3 rd Monday of	September	February	a. Deadline for nominations by a Department Head to the Chairman of the Subject Matter Group.
Set by the Group	October	March	b. Regular meeting of the Group.
3 rd Friday of	October	March	c. Deadline for Group Nominations to the Graduate Council; send nomination to the Graduate College
	November	April	d. Regular meeting of the Graduate Council
	December	May	e. Notification to Appointees