**Graduate Faculty Application**

**for Full Graduate Faculty Status**

Date of Application: **Click or tap to enter a date**

Application Type: [ ]  **Initial** [ ]  **Renewal**

* + - 1. **General Information**

College: **Select College Name**

Department: **Select Department Name**

Faculty Member (Legal Name): **Enter Name**

Faculty Member Email:

Total Years at VSU:

Present Rank: **Choose an item.**

Years in Present Rank:

**Education** (list highest degree first)*(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Institution** | **Major** | **Year Degree Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |

**Professional memberships and offices held in professional associations:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Association Name** | **Office Held/Member** | **Year of Initial Membership** |
|  |  |  |
|  |  |  |

**Licensures and Certifications**: *(add/adjust rows as needed)*

|  |  |
| --- | --- |
| **License/State** | **Date** |
|  |  |

**Administrative Appointments at VSU**: *(add/adjust rows as needed)*

|  |  |
| --- | --- |
| **Description** | **Dates of Service** |
|  |  |

**Awards, honors, or special recognitions earned** (most recent 5-year period):*(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date(s)** | **Description** |
|  |  |  |

* + - 1. **Graduate Teaching, Advising, and Mentoring** (most recent 5-year period)

**Scheduled Teaching**

Export and attach a Scheduled Teaching report from the Success Portal covering the most recent five years:

1. Access the Success Portal through MyVSU or directly at <https://successportal.valdosta.edu/>
2. Select  from the top menu >> then **Scheduled Teaching**
3. For “Term Start” select **five years prior**; for “Term End” select the **current term**.
4. Select 
5. Select 
6. Select 
7. Download as PDF or RTF.
8. Depending on your web browser’s settings, the file may open immediately or download. Save the report to your computer or OneDrive.

**Guided independent studies, internships, or other teaching responsibilities:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title or Student Name** | **Dates** | **Description** |
|  |  |  |
|  |  |  |
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**Thesis/Dissertation committee service:** *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title or Student Name** | **Dates of Service** | **Term Student Graduated)** | **Chair, Member, or Other** |
|  |  |  |  |
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**Advising & Mentoring** (current year):

|  |  |  |
| --- | --- | --- |
|  | **Advisees** | **Mentees** |
| Number of Undergraduate |  |  |
| Number of Graduate |  |  |

* + - 1. **Evaluation of Graduate Teaching, Advising, and Mentoring** (most recent 5-year period)

**Teaching performance in graduate courses as evaluated by candidate, department head, and students** (2-3 paragraphs). Evaluate your teaching performance during the most recent 5-year period. Summarize performance evaluations provided by your department head during the most recent 5-year period. If peer evaluations are used in your department, you may include them. Summarize and evaluate what you have learned about your teaching effectiveness through reading your Student Opinions of Instruction (SOI).

**Self-Evaluation of graduate student advising and mentoring** (2-3 paragraphs).

* + - 1. **Research, Scholarship, Professional Growth, and Creative Production**

**Publications, Performances, Exhibitions, and/or Creative Research:**

List publications, performances, exhibitions, and/or creative research *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Date** | **Journal Name or Activity Location** | **Contributor(s)** |
|  |  |  |  |
|  |  |  |  |

**Research/Scholarship and/or Creative/Artistic Work in Progress:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Anticipated Completion, Submission, or Performance Date** | **Contributor(s)** |
|  |  |  |
|  |  |  |

**Other research completed during the past 5 years not reported above:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date** | **Contributor(s)** |
|  |  |  |
|  |  |  |

**Appearance on professional programs:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Professional Association** | **Nature of Contribution** | **Date** |
|  |  |  |
|  |  |  |

**Applications for university and external funding/funding received:** *(add/adjust rows as needed)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title & Investigators** | **Funding Agency** | **Amount Requested/Received** | **Status** *(Under Review, Funded, Not Funded)* | **Start Date & End Date of Award** |
|  |  |  |  |  |
|  |  |  |  |  |

**Meetings of professional associations attended:** *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
|  **Professional Association** | **Location** | **Date(s)** | **Important Sessions Attended** |
|  |  |  |  |
|  |  |  |  |

**Professional training sessions/workshops attended, including professional practice activities:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Professional Development Activity** | **Date(s)** | **Topics Covered** |
|  |  |  |
|  |  |  |

**Paid or unpaid consultancies, workshops, and professional development activities provided:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date(s)** | **Description** |
|  |  |  |
|  |  |  |

**Reassigned Time:**

|  |  |  |
| --- | --- | --- |
| **Reason***(scholarship, administrative, etc.)* | **Term & Year** | **Description/Title of Work** |
|  |  |  |

* + - 1. **Graduate Service to the University, Community, or Profession**

**Department, College, University, and University System of Georgia Activities**: *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Name** | **Nature of Service** *(chair/member)* | **Notable Accomplishments** | **Dates of Service***(year appointed)* |
|  |  |  |  |
|  |  |  |  |

**Regional, Public, and Professional Service Activities**: *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee/Organization Name** | **Nature of Service** *(chair/member)* | **Notable Accomplishments** | **Dates of Service***(year appointed)* |
|  |  |  |  |
|  |  |  |  |

*\*Leadership roles in community organizations, participation in community service activities in ways that related to your professional skills, consulting, continuing education activities, etc.; not just membership.*

* + - 1. **Approvals**

|  |
| --- |
|  |
|  | **Signature** | **Date** | **Evaluation** |
| Applicant |  |  |  |
| Department Head |  |  | \_\_\_ Recommended\_\_\_ Not Recommended |
| College Dean |  |  | \_\_\_ Recommended\_\_\_ Not Recommended |
| Graduate Faculty Membership Committee |  |  | \_\_\_ Recommended\_\_\_ Not Recommended |
| Associate Provost for Research and Graduate Studies |  |  | \_\_\_ Approved\_\_\_ Denied |
|  |

|  |  |
| --- | --- |
| **Submission Instructions for Applicants** | Submit via DocuSign ([instructions](https://www.valdosta.edu/administration/it/about/documents/docusign-upload.pdf)). Upload two files (completed application AND Scheduled Teaching report from the Success Portal) and route as follows:1st recipient: Applicant (for signature)2nd recipient: Department Head (for signature)3rd recipient: Dean (for signature)4th recipient: Ms. Darli Devane (djdevane) (for CC: receives a copy)\*If you are unable to send via DocuSign, email the fully signed application and scheduled teaching report to djdevane@valdosta.edu |