GRADUATE FACULTY DESIGNATION Before You Start

INTENT:

This form is intended for the purpose of nominating an Instructional and Non-Instructional member of Morgan State University to become further designated as a member of the Graduate Faculty at Morgan State University.

WHO SHOULD USE THIS FORM:

This form should be initiated by Candidates from the following categories:
- INSTRUCTIONAL CANDIDATES based within Academic Instructional Units with graduate programs.
  - These Candidates should complete the form and forward the form to the Program Director of the unit in which they teach.
- INSTRUCTIONAL CANDIDATES based in Academic Instructional Units without graduate programs.
  - These Candidates should complete the form and forward the form to the Program Director of the unit in which they wish to serve (having attached a support letter from their direct Supervisor).
- NON-INSTRUCTIONAL CANDIDATES based in Non-Instructional Units of the University.
  - These Candidates should complete the form and forward the form to the Program Director of the unit in which they wish to serve and attach a statement of support from the Candidate's immediate Supervisor of their primary assignment.

PREPARING TO COMPLETE THIS FORM:

To complete this form, Candidate will need the following information/documentation at hand for reference and/or attachment:

[input into the form]
- Candidate employment information (including the employee ID number)
- Data regarding the Candidate's teaching, advising of students, and research guidance. Specifically, the Candidate will need to provide the following in the application:
  - # of Graduate Students served as Academic Advisor (last 5 years)
  - # of Graduate Students served as Research Advisor (last 5 years)
  - # of Master's Projects served as a Chair (last 5 years)
  - # of Master's Projects served as a Committee Member (last 5 years)
  - # of Master's Theses served as Chair (last 5 years)
  - # of Master's Theses served as a Committee Member (last 5 years)
  - # of Doctoral Dissertations served as a Chair (last 5 years)
  - # of Doctoral Dissertations served as a Committee Member (last 5 years)
  - # of Graduate Courses taught (last 5 years)
- 250-Word +/- Candidate Statement on Graduate-Level Teaching, Research, and/or Scholarly Experience and Future Commitment
- 250-Word +/- Candidate Statement on Guiding Master's-Level Theses/Projects and/or Doctoral Dissertations
- 250-Word +/- Candidate Statement on Performing Service to the University's Graduate Community

[attached to the form]
- Candidate will attach the following items to the form (all totaled not to exceed 25 pages):
  - NSF-style biosketch (2 pages max.)
  - Curriculum Vita
  - List of Courses Taught – 2 pages maximum – This list should account for the last 5 years of service at Morgan State University.
  - List of Academic Advisees – 2 pages maximum – This list should account for the last 5 years of service at Morgan State University.
  - List of Committee Memberships for Graduate Student Masters Projects, Theses, and Dissertations – 2 pages maximum – This list should account for the last 5 years of service at Morgan State University.
  - List of Chair Responsibilities for Graduate Student Masters Projects, Theses, and Dissertations – 2 pages maximum – This list should account for the last 5 years of service at Morgan State University.
  - List of Service Provided to the University's Graduate Community – 2 pages maximum – This list should account for the last 5 years of service at Morgan State University.

ABOUT THIS FORM AND DOCUSIGN:

This form is an electronic form that is designed to collect all of the information needed in one place and provide evaluation of that information along the way. The form was developed using DocuSign and will follow the path of approvals the Candidate sets forth when initiating the form. It is very important to check the spelling of all email addresses when initiating this form. After the candidate completes the form, it will be routed on a path of review. The path can be followed along the way to see with whom the form rests at any point along the way.