Graduate Faculty Personal Record Form

1. The “Nominating Unit” is typically the Academic Department or Interdisciplinary Program making the request for graduate faculty membership. In cases where nominations are made only at the College level, the “Nominating Unit” is the College. The “Department or Employer of Nominee” is the department in which the Nominee is ad-locked. If the Nominee is not employed by TAMU please list the employer of the Nominee.
2. Please list all advanced degree information for the Nominee (e.g., bachelor’s, master’s, doctoral). This does not take the place of the CV that should be submitted for each Nominee.
3. Please indicate the capacity in which the Nominee is expected to participate in graduate studies within the Nominating Unit.
4. Please indicate the desired membership level. Please note that the Membership Level is a functional status, and the status of the Nominee should be selected based on the level of participation expected from the Nominee by the graduate program of the Nominating Unit.
5. If selecting Special Appointment status, please complete the Name and UIN of the one student’s committee to which the Nominee will serve. If selecting the Nominee to teach graduate course(s) please complete the name of the course(s) and the length of time the Nominee will teach those course(s) (i.e. Fall 2014, Fall 2014-Fall 2015, 2 Academic Years, etc.)
6. This form should be signed by the person holding the appropriate listed title or their designee according to the Authorized Signature Sheet submitted to the Office of Graduate and Professional Studies.

NOTES:

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Office of Graduate and Professional Studies

Graduate Faculty Personal Record Form

Nominating Unit: 
Name of Nominee: 
Department or Employer of Nominee (if not TAMU): 
Physical Address: 
Date of Appointment to TAMU (if applicable) 

Mail Stop: 
UIN: 
Email Address: 
Academic Rank or Position Title: 
Tenured or Tenure Track at TAMU: [ ] Yes [ ] No

Educational Background (Please specify all advanced degrees received)

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<th>Degree</th>
<th>Institution</th>
<th>Date Awarded</th>
<th>Major Area</th>
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Indicate what activities the appointed faculty member will participate in (check all that apply).
[ ] Teaching Graduate Course(s) [ ] Chair of Graduate Student Advisory Committee(s) [ ] Co-Chair or Advisory Committee Member

Indicate the Membership Status being proposed for this faculty member.

[ ] Member
Eligibility: Tenure track and tenured faculty members of Texas A&M University; non-tenure track individuals with professorial rank in engineering and employed by Texas A&M University at Qatar, or non-tenure track individuals employed by TAMU, Texas AGRilife Research and Extension, TEES, TEE, or TFI with professorial rank; who hold the highest earned degree common to that person’s discipline, with a sufficient record of scholarly achievement.

[ ] Associate Member
Eligibility: Any TAMU faculty member (as permitted by the department or college’s policy) or professional staff employed by TAMU, Texas AGRilife Research and Extension, TEES, TEE, or TFI, or employees of federal and state agencies located in the College Station area; who hold the highest earned degree common to that person’s discipline; and with a sufficient record of scholarly achievement.

[ ] Adjunct Member
Eligibility: Recognized scholars who do not hold a permanent appointment to the faculty (including visiting and adjunct academic appointments) of this university, but who otherwise meet the basic requirements for the status of Member of the Graduate Faculty.

[ ] Special Appointment
Eligibility and Function: Recognized scholars appointed to serve on a student’s Advisory Committee or to teach a graduate course without being permanently on the Graduate Faculty. A qualified individual employed by another university, the government or in industry that holds Special Appointment status and who serves on a Graduate Advisory Committee is not counted toward the minimum number of graduate faculty necessary to form the committee. The nominating unit must provide below the name and UIN of the one specified student’s advisory committee or the information for the specified teaching assignments and the length of time (e.g., for one semester or one or two years) for that specified teaching assignment.

Course Number(s): 
Academic Year(s): 
Student Name: 
UIN: 

Each nomination must be accompanied by the following materials:

a) For individuals who are not TAMU tenure or tenure-track, a letter from the nominating unit Head or Chair through the Associate Dean/Director summarizing the background of the nominee (emphasizing recent activities in graduate student mentoring, teaching of graduate courses, graduate program administration, and scholarly work published as the primary or corresponding author or appropriate evidence of professional accomplishment related to the discipline) and the contributions he/she is expected to make to the graduate education:

b) Complete current curriculum vitae – This includes documentation of all publications and graduate education activities. Bio sketches will NOT be accepted.

Completed nominations should be submitted to the TAMU Office of Graduate and Professional Studies.

Signature Requirements:
The Authorized Signer of Nominating Unit signature is required on all requests. The Graduate Instruction Committee Chair and Dean of College signatures are required on all requests for Associate Membership, Adjunct Membership, and on all requests for Membership for non-tenure track faculty or staff (with the exception of requests for Member and Special Appointment, which require only the signature of the Authorized Signer of the Nominating Unit).

Approval Recommended By (Each signature is a confirmation of the nomination and the accuracy of all support documentation):

Authorized Signer of Nominating Unit: 
Date: 
Graduate Instruction Committee Chair: 
Date: 
Dean of College: 
Date: 

Approved By:
Associate Provost of Graduate and Professional Studies 
Date: 