**Associate Graduate Faculty Instructions**

**Associate Graduate Faculty Member:**
These are non-tenure/tenure track positions that are nominated for a five-year (first request) or ten-year (renewal request) appointment by a department and designated majors. The nominee should have the highest degree or equivalent in his/her field and should hold faculty rank status (lecturer, senior lecturer, clinician, faculty with non-tenure-eligible research appointments, senior clinician, affiliate, temporary, visiting, or adjunct) at ISU during the proposed period of associate membership. A P & S employee or person outside of the University first has to be appointed to a faculty rank only position and then can be nominated for an Associate Graduate Faculty member. During that time, the non-tenure/tenure-track person needs to have a faculty rank only appointment or the Associate Graduate Faculty Membership will be invalid.

An Associate Graduate Faculty Member can (1) serve on a *graduate student’s committee as a co-major professor,* or (2) *serve as a voting committee member,* or (3) *teach a graduate level course.* [Graduate College Handbook, Appendix G - Graduate Faculty Membership & Associate Membership.](#)

**Step 1:**
Before submitting the Associate Graduate Nomination online, complete the Associate Graduate Faculty form with the appropriate information and signatures and *attach it to the online nomination.* Completion of the items on this form will expedite the online approval process. [Associate Graduate Faculty form (link).](#)

1. The nominee agrees to accept the Associate Graduate Faculty appointment.
2. Each DOGE for the specified major has taken a vote of all the graduate faculty in that major. Approval consists of a yes vote from more than 50% of the votes. DOGES sign and verify the vote.
3. The person being nominated for Associate Graduate Faculty membership or Graduate Lecturer status has a faculty rank appointment (lecturer, senior lecturer, clinician, faculty with non-tenure-eligible research appointments, senior clinician, affiliate (non-ISU employee), temporary, visiting, or adjunct). This can be checked on the HR screen in ADIN. If an appointment is needed, submit the appropriate LOI (Letter of Intent) from the HR forms page, [http://www.hrs.iastate.edu/hrs/forms](http://www.hrs.iastate.edu/hrs/forms)

**Step 2:**
Departments/Programs submit a nomination form online (Graduate College website/Faculty and Staff/Forms) designating the major(s) to be associated with the appointment, and *attach (1) a letter of support from the Department Chair,* (2) *a CV or Resume,* and (3) *the Associate Graduate Faculty Form.* [Nomination for Associate Graduate Faculty Membership.](#) Approval is needed from the Department Chair of the person’s employing department.

Nomination forms will be reviewed by the Graduate College, a Graduate Faculty Membership Committee (GFMC), and final approval will be provided by the Graduate Council. When approved, Associate Graduate Faculty will be activated on the GF screen in ADIN (T for Associate). *Approval* notifications will be sent by e-mail Department Chairs/staff. Associate Graduate Faculty members are able to be co-major professors, committee members, and teach graduate level classes. *Deny* notifications will also be sent by e-mail to Department Chairs/staff.

**Timeline:**
Two months: Departments/programs are encouraged to start on the Associate Graduate Faculty Form approximately two months before the Associate Graduate Faculty status is needed for a POSC or to teach a course.

1. Signatures and faculty votes are needed to complete the Associate Graduate Faculty Form.
2. First of the Month (August – April). The online nomination form has to reach the Graduate College by the 1st of every month during the academic year in order to be reviewed and placed on the Consent Agenda for the Graduate Council.
3. Third week of Month (Academic Year)-- The Graduate Council has final approval and they meet approximately the third week of every month, [http://www.grad-council.iastate.edu/](http://www.grad-council.iastate.edu/)
Graduate Lecturer Instructions

Graduate Lecturer status will be able to teach Graduate level courses, and not serve on graduate student committees in a voting capacity.

Graduate level classes (5XX and 6XX) can only be taught by Full or Associate Graduate Faculty members or by an employee who has been approved for Graduate Lecturer status. A department can submit a request for Graduate Lecturer status for an employee to teach graduate level classes who currently has a non-tenure faculty rank position or a P & S employee who has been designated with a faculty rank appointment.

Resources:
1. How to enter course instructors in ADIN:
   [http://www.registrar.iastate.edu/facultystaff/offeringinfo/assignments](http://www.registrar.iastate.edu/facultystaff/offeringinfo/assignments)
2. Graduate College Handbook Graduate Faculty information:
3. Online Nomination for Term Graduate Lecturer ([Graduate College website/Faculty and Staff/forms](http://www.grad-college.iastate.edu/handbook/appendix.php?id=G))

| Request to Offer Faculty Rank (Non-Tenure Eligible Appointment) for Professional & Scientific Staff | Description: Form used to request that faculty rank be offered to a P&S employee; the form requires review and approval by the Dean and Provost. A separate Letter-of-Intent form will be necessary in order to formally offer the faculty rank. For questions, contact the Provost Office at 4-8236. |