

Term Graduate Faculty and Graduate Lecturer Instructions

In order for a person to serve as a voting member of a graduate student's committee or teach a graduate level course, the person has to be appointed as a Full or Term Graduate Faculty Member.

In order for faculty members to serve as instructor of record for a graduate level course (code #1), they need to have Full or Term Graduate Faculty status, or be approved as a Graduate Lecturer.

Steps:

1. Make sure the person being nominated for Term 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, temporary, visiting, or adjunct). This can be checked on the HR screen in ADIN. If an appointment is needed, check the HR forms page.
2. Departments submit a nomination form online (Graduate College website/Faculty and Staff/Forms) designating the major(s) to be associated with the appointment.
[Nomination for Term Graduate Faculty and Graduate Lecturer](#). Approval notifications will be sent by e-mail.
3. Nomination form will be reviewed and when approved, Term Graduate Faculty or Graduate Lecturer status will be activated on the GF screen in ADIN (T for Term, G for Graduate Lecturer). Graduate Lecturer status will be able to teach Graduate level courses only, not serve on student committees. Term Graduate Faculty members are able to be co-major professors, committee members, and teach graduate level classes.

Full Graduate Faculty Member:

Tenure/tenure-track faculty members are automatically given Full Graduate Faculty status after they complete a Graduate Faculty Orientation provided at the beginning of each semester. For details, contact Bill Graves in the Graduate College, graves@iastate.edu.

Term Graduate Faculty member:

These are non-tenure/tenure track positions that are nominated with a beginning and ending date by a department and designated majors. The nominee should have the highest degree or equivalent in his/her field and should hold lecturer, senior lecturer, clinician, faculty with non-tenure-eligible research appointments, senior clinician, affiliate, temporary, visiting, or adjunct status at ISU during the proposed period of term membership. A P & S employee first has to be appointed to a rank only position and then can be nominated for a Term Graduate Faculty member. The length of the term appointment corresponds to the same dates as the faculty rank appointment. Term Members will be able to serve as a co-major professor, member of graduate student committee, or teach graduate level classes. Once a "term" has expired, the nomination form needs to be resubmitted for an extension.

Graduate Lecturer:

Graduate level classes can only be taught by Full or Term 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.

(More information on the next page)

Resources:

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

[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.