Associate Graduate Faculty Instructions

Associate Graduate Faculty Member:
An Associate Graduate Faculty Member can (1) serve on a graduate student’s committee as a co-major professor, (2) serve as a voting committee member, or (3) teach a graduate level course. (Graduate College Handbook, Appendix G - Graduate Faculty Membership & Associate Membership) Persons being nominated should have qualifications for all three areas even if they will not be fulfilling those roles.

Qualifications: (both required)
1. The nominee should have the highest degree or equivalent in his/her field. If not, provide justification of work experience or credentials.
2. Faculty rank status (lecturer, senior lecturer, clinician, faculty with non-tenure-eligible research appointments, senior clinician, affiliate (outside university), temporary, visiting, or adjunct) at ISU during the proposed period of associate membership. P & S employees or persons outside of the University first have to be appointed to a faculty rank-only position and then can be nominated for an Associate Graduate Faculty member

Step 1: Faculty Rank Status
1. P & S employees need to be appointed to a rank-only position with a letter of intent approved by the Department, College, and Provost’s Office. [https://www.hr.iastate.edu/Forms/careers](https://www.hr.iastate.edu/Forms/careers)
2. People not employed by Iowa State University need to be appointed by a department as Affiliate. (Graduate Faculty Handbook Chapter 3.3.3.1) This is accomplished by a Letter of Intent approved through the Department, College and Provost’s Office.
3. Final approval and University ID (UID) can be checked on the HR screen.

Step 2: Accept-Vote Form for Associate Graduate Faculty
Before submitting the Associate Graduate Nomination online, complete the Accept-Vote Form for Associate Graduate Faculty membership with verification of faculty vote and signatures. Attach this form to the online nomination.

1. The person being nominated accepts the nomination.
2. Each DOGE for the specified major(s) 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. DOGE(S) sign and verify the vote.

Step 3: Nomination for Associate Graduate Faculty Membership
Departments/Programs submit nomination information online designating the major(s) to be associated with the appointment.
1. ISU e-mail address for nominee established through IT Services, [https://www.it.iastate.edu/services/exchange](https://www.it.iastate.edu/services/exchange) Do not use a sponsored e-mail account.
2. Five (5) year appointments are giving for a first-time nominee. Ten (10) year appointments can be requested for renewals. Attach:
3. Letter of Support Template – Upload a letter of support from the Department or DOGE.
4. Accept-Vote Form for Associate Graduate Faculty – Upload document signed by DOGE(s) and nominee.
5. CV or Resume of Nominee – Upload file
6. Submit
Step 4: Approval Process

1. Nomination forms are reviewed by the Graduate College and a Graduate Faculty Membership Committee (GFMC).
2. Submissions can be tracked on the Graduate Tools website.
3. Approval notifications will be sent by e-mail to the Department Chairs/Nominee/person submitting the nomination.
4. When approved, the Graduate Faculty database will be updated, and the person should be able to be added to the POSC or teach a graduate level course.
5. Deny notifications will also be sent by e-mail to Department Chairs/nominee/person submitting the nomination.

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 Accept-Vote Form.
2. Faculty rank only appointments need to be processed through the Provost’s Office and the HR screen updated before the Nomination for Associate Graduate Faculty status can be approved.
3. The Graduate Faculty Review Committee needs time to review the nomination and approve. Requests for additional information may be needed for approval.

Graduate Lecturer Instructions

Graduate Lecturer status allows employees to teach graduate level courses, but 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.

Faculty Rank Status

1. P & S employees need to be appointed to a rank-only position with a letter of intent approved by the Department, College, and Provost’s Office. [http://www.hrs.iastate.edu/hrs/forms](http://www.hrs.iastate.edu/hrs/forms)
2. Current employees with an appointment of Lecturer, Adjunct, Clinician, etc. need to have a Nomination for Associate Graduate Faculty Status submitted.

Resources:

3. How to enter course instructors in ADIN:
   [http://www.registrar.iastate.edu/facultystaff/offeringinfo/assignments](http://www.registrar.iastate.edu/facultystaff/offeringinfo/assignments)
4. Graduate College Handbook Graduate Faculty information:
5. Online Nomination for Term Graduate Lecturer (Graduate College website/Faculty and Staff/forms)
6. Forms for Human Resources under Hiring – [https://www.hr.iastate.edu/Forms/careers](https://www.hr.iastate.edu/Forms/careers)