**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 (unless they are outside Iowa State AND are being nominated for the sole purpose of committee service).

**Qualifications:** (Point 1 required for all nominees. Point 2 required UNLESS nominee is outside Iowa State and serving as a program of study committee member ONLY).

1. The nominee should have the highest degree or equivalent in their field. If not, provide justification of work experience or credentials.
2. Faculty rank status: Lecturer, Teaching Faculty, Practice Faculty, Clinical Faculty, and Research Faculty (non-tenure track positions), affiliate (outside university), or adjunct. People need to be appointed at ISU during the proposed period of associate membership. P&S employees or persons outside of Iowa State first have to be appointed to a faculty rank-only position and then can be nominated for an Associate Graduate Faculty membership.
3. If nominee is getting Affiliate status at Iowa State for the sole purpose of serving on committees, do not establish faculty rank status through HR. Then skip Step 1 below and proceed directly to Step 2.

**Step 1: Faculty Rank Status**

1. P&S employees need to be appointed to a rank-only position with a letter of intent processed by your HR Coordinator in your ISD Office. [https://www.hr.iastate.edu/Forms/careers](https://www.hr.iastate.edu/Forms/careers)
2. People not employed by Iowa State need to be appointed by a department as an Affiliate. ([Graduate Faculty Handbook Chapter 3.3.3.1]) This is accomplished by working with your HR Coordinator and Department Chair to process a Letter of Intent and an Affiliate Agreement.
3. After final approval, academic rank will show in Workday.

**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 the Accept-Vote Form to the online nomination.* The form verifies that:

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. If nominee is serving as a POS member ONLY, complete the **Non-ISU Faculty: Committee Service Only** form and attach it to the nomination as an optional document. For all other nominees, an ISU e-mail address for the nominee needs to be established through IT Services before the form is submitted, [https://www.it.iastate.edu/services/exchange](https://www.it.iastate.edu/services/exchange). Do not use a sponsored e-mail account.
   - go to [http://NetID.iastate.edu](http://NetID.iastate.edu)
   - type in full name
   - enter University ID
   - use January 1 as the birthday, not the nominee’s real birthday
2. Five (5) year appointments are given for first-time nominees. Ten (10) year appointments can be requested for renewals. **Attach the following to the nomination form:**
   3. **Letter of Support Template** – Upload a letter of support from the Department Chair or DOGE.
   4. **Accept-Vote Form for Associate Graduate Faculty** – Upload this document signed by DOGE(s) and nominee.
   5. **CV or Resume of Nominee** – Upload file
   6. Submit nomination for Graduate Faculty Membership Committee (GFMC) and Graduate College review.
Step 4: Approval Process

1. Nomination forms are reviewed by the Graduate College and the 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. Parts of the nomination that take time include:

1. Signatures and faculty votes needed to complete the Accept-Vote form.
2. Faculty rank-only appointments processed through your HR ISD. Workday needs to be updated before the Nomination for Associate Graduate Faculty status can be approved.
3. The Graduate Faculty Review Committee takes 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 does not permit them to 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 through your HR Coordinator in your ISD office. http://www.hrs.iastate.edu/hrs/forms
2. Current employees with an appointment of Lecturer, Teaching Faculty, Practice Faculty, Clinical Faculty, and Research Faculty (non-tenure track positions), affiliate (outside university), or adjunct, need to have a Nomination for Graduate Lecturer Status submitted.

Resources:

3. How to enter course instructors in ADIN: http://www.registrar.iastate.edu/facultystaff/offeringinfo/assignments
4. Graduate College Handbook Graduate Faculty information: http://www.grad-college.iastate.edu/handbook/appendix.php?id=G
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