



Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars

Prior to participating in graduate level instruction, an individual must be appointed either to the UCF Graduate Faculty or as a UCF Graduate Faculty Scholar. UCF tenured or tenure track faculty, or ranked faculty on continuing appointments may participate as Associate or Full Graduate Faculty. UCF faculty on temporary appointments (e.g. adjuncts, etc.) and individuals not employed by UCF may participate as Graduate Faculty Scholars. Teaching credentials must still be certified by the Office of Faculty Affairs if serving as an instructor of record.

Graduate Faculty appointments:

- Associate Graduate Faculty: May teach graduate courses and serve as a member or co-chair of both thesis and dissertation advisory committees. May also serve as a chair of a thesis advisory committee.

Associate Graduate Faculty may be nominated for full-status after acquiring the appropriate thesis/dissertation committee experience. The nomination originates with the original nominating program.

- Full Graduate Faculty: Must possess thesis/dissertation committee experience. In addition to serving any of the roles of Associate Graduate Faculty, may also serve as a chair of a dissertation advisory committee.

Graduate Faculty Scholar appointments:

- Graduate Faculty Scholars: May serve as members or co-chairs of thesis or dissertation advisory committees, and may teach graduate courses.

Process of appointment:

ALL participants in graduate-level instruction must first be nominated by one of the UCF graduate programs. (Thereafter, they will be evaluated for reappointment whenever the nominating program is reviewed by the university.)

The nomination must subsequently be endorsed by the graduate program director, the chair of the unit overseeing the program (and the academic college, if required) and forwarded to the College of Graduate Studies. Nominations will be reviewed and appointments made by the Vice Provost and Dean of the College of Graduate Studies.

Once appointed, any member of the Graduate Faculty or Graduate Faculty Scholar may be approved for participating in any graduate program with the review and approval of that graduate program committee without the need to submit any additional paperwork to the College of Graduate Studies.

Submit this signed form (in PDF) and a recent curriculum vitae (in MS WORD or PDF) of the nominee as attachments to gradfac@mail.ucf.edu. (NOTE: For newly hired individuals, DO NOT include this nomination form with the hiring package, but send directly to the College of Graduate Studies after acquiring the required endorsements).

FACULTY INFORMATION (Please Type or Print)

Family or Last Name: _____ First Name: _____

Personal ID (PID): _____ Email: _____

Employing Unit : _____ Faculty Rank: _____

Nominating Graduate Program: _____

NOMINATION STATUS: Associate Graduate Faculty Full Graduate Faculty

Graduate Faculty Scholar (Employer): _____

ENDORSEMENTS OF NOMINATION: (Signatures Required)

Graduate Program Director : _____ Email: _____ Date: _____

Department Chair (or Director): _____ Email: _____ Date: _____

College Dean (If required): _____ Email: _____ Date: _____

APPOINTMENT BY THE COLLEGE OF GRADUATE STUDIES: Approved Denied

Signature of Dean of the Graduate College: _____ Date: _____