



# Graduate Faculty Appointment Form

*Submit a form for all faculty scheduled to teach graduate courses. A form should be submitted for new hires prior to the semester in which graduates courses will be taught. Route completed forms to Academic Affairs.*

Name of Faculty Member:

Department/Division:

Graduate Faculty (GF)

Graduate Instructor (GI)

Adjunct Graduate Faculty (AGF)

Form completed by:

1. Terminal degree directly related to specific program?    Yes                  No\*

Justification/Comment:

2. Currency in creative and scholarly activities?                  Yes                  No

Justification/Comment:

3. Extraordinary professional expertise?                                  Yes                  No

Justification/Comment:

Signatures:

Department Chair:

Dean:

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Graduate Faculty Status Conferred?    Yes                  No

Date:

SACSCOC Institutional Liaison Signature

*\*If no, a Justification Form needs to be completed and approved for each graduate course being taught prior to the start of the semester the faculty member is scheduled to teach the graduate course.*