



**NMSU Graduate School**  
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<http://Gradschool.nmsu.edu>

### **Process for Obtaining Graduate Faculty Status**

Nomination Form:

<https://gradschool.nmsu.edu/For%20Faculty%20and%20Staff/Grad-Faculty-Status-Nomination-Form.pdf>

- The faculty member initiates the process by completing Section I and emails the form, including the digital vita, to the department head.
- The department head completes Section II writing a recommendation speaking to the faculty member's scholarly productivity. In doing so, the department head anchors the nomination with a review of the last three years Annual Performance Review (APR). The metric that must be met for further review is "meeting or exceeding expectations" in research or creative productivity the last three years. This evaluation MUST match the expectations and evaluation criteria set forth in the Department's Functions and Criteria Statement and agree with the allocation of effort of the faculty member. A simple statement to this effect in the nomination form from the department head is sufficient.
- If the faculty member is a newly hired faculty member that does not have three years of APRs on file, the department head bases nomination on the candidate's record to date in accordance with the Departments Functions and Criteria Statement. A similar process is to be followed in the review of applications for renewed Graduate Faculty status for emeritus faculty members.
- The department head emails the nomination form with a current version of the faculty member's CV to the College Dean. The College Dean approves the request if he or she feels the case being made is adequate and emails the packet to the Graduate School at [thegradschool@nmsu.edu](mailto:thegradschool@nmsu.edu) or returns the nomination packet to the department head if she or he does not feel the case being made is adequate.
- In the case of department heads seeking new or renewed status, the Dean of the College within which the relevant department resides completes the nomination. The nomination is based on the dean's evaluation of the department head's scholarship record, taking into account the administrative load of the department head.
- The Graduate Faculty Review Committee reviews the application and faculty member's CV and makes a decision on the nomination that takes into account the broad record of the faculty member, and their situation as either a newly hired faculty, College Faculty, Emeritus faculty, department head, or outside applicant. This recommendation is forwarded to the Graduate Dean for the final determination of the nomination.
- The process proposed above has three points of confirmation or gatekeeping— the department head's letter of nomination, the College Dean's recommendation, and the recommendation of the Graduate Faculty Review Committee. This review and approval process provides adequate checks and balances, is consistent with the APR and DH evaluation processes.
- Individuals outside of NMSU can apply for graduate faculty status to serve on student committees. These individuals are not allowed to serve as committee chair or graduate dean's representative. The nomination process and requirements are similar to NMSU faculty without APR submission.