

### **Nomination Procedures for New Graduate Faculty Appointment**

Graduate Faculty appointments are intended for faculty members who will serve on the Graduate Faculty on a continuing basis. The minimum criteria for Wake Forest University faculty initial election to membership on the Graduate Faculty shall be an earned terminal degree beyond the baccalaureate degree, and potential for graduate or professional teaching, productive scholarship, and directing graduate-level research.

### **\*Graduate Faculty Re-credentialing Information\***

Graduate Faculty membership is reviewed every five years for continuation based on the criteria listed in Section 3 of the Bylaws of the Graduate Faculty.

Graduate Faculty members due for re-credentialing will receive a request from the Graduate School Office. If your membership has lapsed, please complete the re-credentialing form.

The Bylaws of the Graduate Faculty and the Graduate Faculty Re-credentialing Form can be found at:  
<https://graduate.wfu.edu/graduate-faculty-resources/>

### **Procedures**

Nomination materials are to be submitted **electronically via email** for Graduate Council review.

1. The nomination form should be completed and signed by the Department Chair.
2. **Please submit the form and the nominee's curriculum vitae as one combined PDF.**
  - Reynolda Campus Faculty should email nomination packets to Sarah Simpson at [slaffert@wfu.edu](mailto:slaffert@wfu.edu).
  - Biomedical and Medical School Faculty should email nomination packets to Jennie McGuire at [jrmcguir@wakehealth.edu](mailto:jrmcguir@wakehealth.edu).
3. The Graduate Council will review the nomination and determine if the nomination should be put forth to the Graduate Dean for approval.
4. The Dean of the Graduate School of Arts and Sciences will approve or deny the nomination, acting for the Board of Trustees.



Initial election to the graduate faculty of the Graduate School of Arts & Sciences requires a terminal (post-baccalaureate) degree and potential for graduate or professional teaching, productive scholarship, and directing graduate-level research. Membership is reviewed every five years for continuation based on criteria listed in Section 3 of the Bylaws of the Graduate Faculty.

Please provide the information requested in each area listed below.

A. Name of Faculty Nominee: \_\_\_\_\_

Current Position: \_\_\_\_\_ Email: \_\_\_\_\_

Department of Faculty Nominee: \_\_\_\_\_

Primary Graduate Program Affiliation of Faculty Nominee: \_\_\_\_\_

Terminal degree and date achieved: \_\_\_\_ \_\_\_\_ (degree/s) \_\_\_\_\_ (discipline) \_\_\_\_ \_\_\_\_ (date)

B. Purpose for requesting Graduate Faculty membership (1-2 sentences):

\_\_\_\_\_  
\_\_\_\_\_

C. Please summarize experience or planned participation in the areas listed below:

1. Graduate or professional teaching: \_\_\_\_\_

\_\_\_\_\_

2. Scholarship as demonstrated by publications or other professionally acceptable achievement.

\_\_\_\_\_  
\_\_\_\_\_

3. Service on a graduate student's thesis, dissertation, or project committee.

\_\_\_\_\_  
\_\_\_\_\_

4. Other valuable contributions to the graduate programs of Wake Forest University or other institutions.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Department Chair

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

- Please combine this completed form and a copy of nominee's CV into one PDF.
- Reynolda Campus Faculty, please email this packet to [slaffert@wfu.edu](mailto:slaffert@wfu.edu).
- Biomedical and Medical School Faculty, please email this packet to [jrmcguir@wakehealth.edu](mailto:jrmcguir@wakehealth.edu).

Recommended by Graduate Council:  Yes  No Date \_\_\_\_\_

\_\_\_\_\_  
Dean's Signature on behalf of the Board of Trustees