

Graduate Faculty Appointment Form

Member of the SGS Graduate Faculty

Any Member of a graduate program at Rutgers is eligible to chair masters and doctoral committees for students in the program(s) to which they belong, vote at SGS meetings, and serve on SGS committees. It is the responsibility of each graduate program to ensure that the chair and members of student committees have the appropriate expertise and experience to undertake their responsibilities. Any Member of a graduate program at Rutgers is also eligible to serve as representative of the SGS to the University Senate and to the Faculty Council of Rutgers-New Brunswick.

Associate Membership of the Graduate Faculty

Associate Members are appointed by a graduate program to 5 year terms. Associate Members of a graduate program at Rutgers may serve on masters and doctoral committees and other program committees and teach graduate courses. Associate Members may chair masters committees but may not chair doctoral committees. Associate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Associate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some instances it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the program director, the SGS Dean, or the Dean's designate, will appoint a Member of the SGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" is responsible for the academic progress of the student. Associate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Affiliate Membership of the Graduate Faculty

Affiliate Members are appointed by a graduate program to 5 year terms. Affiliate Members of a graduate program at Rutgers may serve on masters committees but not doctoral committees. Affiliate Members may not chair masters committees. Affiliate members may serve on graduate program committees and teach graduate courses. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Affiliate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. Affiliate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Procedures

Appointments must be approved by the faculty of the appointing program in accordance with the program bylaws and be forwarded by the Graduate Director to the Office of the Dean, School of Graduate Studies. They will be endorsed by the Senior Associate Dean for Academic Affairs.

Complete the nomination form below and email it to Terri Manzo at tmanzo@grad.rutgers.edu. When nominating individuals who are neither tenured nor tenure-track faculty members, please include the candidate's curriculum vitae in the same PDF file as this nomination form.

Name:

RU Employee Number:

Formal Academic Title:

NetID

Tenured or Tenure-Track

Neither Tenured nor Tenure-Track*

*When nominating individuals who are neither tenured nor tenure-track faculty members, include the candidate's curriculum vitae in the same PDF file as this nomination form.

For nominations of those outside Rutgers, please indicate current work address in boxes below

Department:

Additional Affiliations:

Ph.D. Institution:

Campus Mailing Address:

Work Phone:

Email Address:

To be appointed to the SGS Graduate Faculty as:

- Member
- Associate Member
- Affiliate Member

To join which graduate program:

Brief statement of anticipated role in the program's Graduate Faculty

This appointment is forwarded with the approval of the program faculty.

Date:	Approved by Graduate Program Director:
Date:	Approved by Professional School Dean (if applicable):
This appointee has been approved as (check one):	<ul style="list-style-type: none"> Member Associate Member Affiliate Member
Date:	Approved by Dean of the Graduate School: