



Graduate Studies
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Web: <http://graduatestudies.byu.edu>
Email: gradstudies@byu.edu

Request for Graduate Faculty Status

Faculty Name	Faculty NetID
Faculty Research Specialty	Faculty Rank/Position
Faculty Department	Faculty Doctoral or Terminal Degree

It is proposed that _____
Faculty Member
of the Department of _____ be granted Graduate Faculty Status.
Department Name

We certify that this candidate has met the first four requirements listed below and is therefore recommended for approval by the Dean of Graduate Studies:

Minimum Requirements for Graduate Faculty Status

1. Doctoral or terminal degree in their respective discipline.
2. Holds the rank of at least full-time assistant professor and is currently in a track for continuing faculty status.
3. Candidate possesses a comprehensive and continual record of productive research, publication, creative activity, and/or scholarly activity, appropriate to their discipline as determined by their respective department, college, and Graduate Council. Teaching and mentoring experience is also highly desirable.
4. Has the support of and is recommended by the department chair and college dean.
5. Final nominations must be endorsed and approved by the Dean of Graduate Studies.

Signature of Department Chair	Date
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Signature of College Dean or Associate Dean	Date
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Signature of Dean of Graduate Studies	Date
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To request Graduate Faculty Status:

The originating department should collect all the requested materials listed below and forward to the college associate dean over graduate programs. The college associate dean will then review the materials and if approved, will forward to MariLee Allred, Assistant to the Dean of Graduate Studies (marilee.allred@byu.edu).

Completed GFS request form certifying that the candidate has met the minimum requirements.

CC the College Dean and Department Chair on the email. The text of the email should articulate approval and recommendation for graduate faculty status by the chair and dean of the college.

A brief justification should be included to support the request. For professional faculty only, clearly state which GFS role/s are requested, such as teaching graduate classes, serving as a graduate committee member, etc.

Attach the faculty's most recent CV that has been updated to reflect their current position and title at BYU. BYU Graduate Studies will evaluate these requests and communicate the decisions ("approve", "request more information", "suggest a petition for one time status", or "reject") as quickly as possible.

Include a brief bio of the GFS candidate that includes their name, recent photo, department, degrees earned & institutions and research specialties.