

GRADUATE FACULTY APPOINTMENTS AT THE HSC CAMPUS OF UCDHSC

GENERAL PROCEDURES

Appointments to the Graduate Faculty of the Graduate School of the Health Sciences Center Campuses are based on uniform minimum standards developed by the Graduate School Council, approved by the Dean, and specified in the Rules of the Graduate School for the HSC. Appointment to the Graduate Faculty is a privilege extended to those who have a faculty appointment at an accredited college or university and who qualify through their research, teaching and mentoring ability, and demonstrate a commitment to graduate education and students.

Recommendations for membership in the Graduate Faculty will be initiated by the Program Directors of the graduate programs in which the faculty member is expected to teach and participate on examining committees. Any faculty member of the University of Colorado may request to be nominated by a graduate program director. Nomination letters and accompanying credentials must be detailed enough to demonstrate the specific academic contributions and/or skills (including, if appropriate, evidence of meeting certifications standards for clinical practice) that a prospective special graduate faculty member will bring to the student's academic training and evaluation. The recommendation will be reviewed by the Graduate School Credentials Committee prior to submission to the Dean of the Graduate School for consideration.

All appointment nominations must include:

- 1) Nomination and signature form,
- 2) Graduate School biosketch form (an NIH biosketch form (currently PHS 398/2590, Rev. 09/04) will be acceptable),
- 3) An additional page showing prior teaching and mentoring at the graduate level (may include courses taught or directed, graduate committee service, and direct student mentorship) or a statement of commitment from newly appointed faculty, and
- 4) A letter of support from the program director that confirms the faculty member's commitment to graduate-level education and specifies how he/she meets the criteria for a Regular or Special appointment.
- 5) [A nomination for Regular Faculty Appointment in certain Ph.D. programs will require additional information on the nominee's ability to support a graduate student (see below under "Regular Appointments" for more information).]

New applications must be submitted well in advance of anticipated teaching, research supervision, and student examinations. Appointments will not be approved retroactively to cover those activities. **Incomplete nominations or nominations submitted on old forms will be returned.**

Nomination and biosketch forms necessary for full review of credentials are available from the Graduate School office in electronic form.

Go to http://www.uchsc.edu/gs/gs/graduate_faculty.htm
or contact Fran Osterberg (Fran.Osterberg@UCHSC.edu).

REGULAR APPOINTMENTS

Appointment as a Regular member of the Graduate Faculty at the HSC generally shall be limited to full-time faculty members of the University who hold the rank of assistant professor and above. Regular members shall hold a doctoral degree or the terminal degree appropriate to their discipline, or shall have demonstrated other attainments that qualify them for Regular membership.

In addition to these basic requirements, the faculty member must present evidence of strong commitment to graduate student education in the form of ongoing or anticipated involvement in at least two of the following activities:

- 1) Direct thesis research as principal mentor.
- 2) Teaching graduate course(s) as the director (or co-director).
- 3) Serve on graduate student examination and/or thesis committees.

Although two or more of the above assignments is necessary for a Regular appointment, evidence of commitment to graduate education also may be reflected in such complementary activities as supervision of laboratory rotations, graduate student advising, graduate curriculum development, and graduate program administration. These contributions can strengthen the application of one whose involvement in the three areas listed above is minimal.

In addition, nominations for a Regular Graduate Faculty appointment in Ph.D. programs that provide full support for their students, the faculty applicant must also provide proof of ability to support a graduate student in his or her laboratory. This proof may consist of continuing NIH-type funding as shown in the biosketch. For assistant professors, or other faculty who do not hold NIH-type funding, a letter of support from the Chair (or Division Head, where appropriate) of the department in which the faculty member holds his/her primary appointment can be provided in lieu of grant support. This letter must indicate that commitment of the department (or division) to provide full support for a graduate student in the laboratory of the faculty applicant during the period in which the faculty member does not have funds to support the student.

Regular members of the Graduate Faculty vote on issues that are before the HSC Graduate Faculty of the University.

Period of Appointment:

Initial appointment: typically two to three years (should be concomitant with faculty appointment in the faculty member's respective school: Dentistry, Medicine, Nursing, or Pharmacy).

Subsequent appointments: up to five years each.

SPECIAL APPOINTMENTS

Faculty members at any level and from any accredited university or college can be nominated for a new or continuing Special appointment if they present evidence of research and scholarly activity and they are or will be assigned to direct graduate courses or sit on examination and thesis/dissertation committees. Individuals who conduct research and/or demonstrate scholarly activity, but do not hold a faculty appointment, must first obtain an appointment from one of the professional schools at the HSC.

Period of Appointment:

The initial period of appointment normally will be for one or two years (unless a shorter period is requested) and subsequent appointments may be up to three years (appropriate for part-time teaching faculty with ongoing course assignments). Those nominated solely to serve as examination committee members will be appointed "for the duration" of specified comprehensive, thesis, or final exam committees.

**APPOINTMENT TO THE GRADUATE FACULTY
HEALTH SCIENCES CAMPUSES
UNIVERSITY OF COLORADO AT DENVER AND HEALTH SCIENCES CENTER**

The Graduate Faculty of _____
Graduate Degree Program

recommends the new _____ /continuing _____ appointment of:

Name _____

Academic Rank _____ Primary Dept. _____

Campus Mailing Address _____

to the Graduate Faculty as a Regular _____ / Special _____ Member for the period

_____ to _____
(mm/dd/yy) (mm/dd/yy)

For faculty members nominated for Regular Graduate Faculty Status, is this faculty member to be included on your departmental "IN" faculty list? Yes _____ No _____

Attached are supporting materials, including a **biographical sketch, graduate teaching experience, and a note of explanation from the program director** which indicates why such an appointment is requested (e.g., exam committee, course director, or thesis mentor).

Date _____

Graduate Program Director

Date _____ Approved _____
Disapproved _____

Chair, GS Credentials Committee

Date _____ Approved _____
Disapproved _____

Dean, HSC Graduate School, UCDHSC

PLEASE RETURN THIS FORM, WITH ATTACHED SUPPORTING MATERIALS, TO THE UCDHSC GRADUATE SCHOOL, HSC CAMPUS BOX C296.

Use this form or use an NIH biosketch (sample follows) plus a list of graduate teaching experience.

GRADUATE SCHOOL BIOGRAPHICAL SKETCH

DO NOT EXCEED FIVE PAGES.

NAME	TITLE AND INSTITUTIONAL AFFILIATION
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EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, and include postdoctoral training.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed five pages. Items A and B (together) may not exceed two pages and Item C may not exceed two pages of the five-page limit.

- A. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors.

- B. Selected peer-reviewed publications (in chronological order).**

- C. Research Support (May not be required – see instructions).** List, in chronological order, selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Briefly indicate your role (e.g. PI, Co-Investigator, Consultant) in the research project.

- D. Graduate Teaching Experience.** List lectures presented (graduate only), graduate courses directed, service on student examination / advisory committees, theses / dissertations directed.

Principal Investigator/Program Director (Last, First, Middle): _____

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors in the order listed on Form Page 2.
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME		POSITION TITLE		
eRA COMMONS USER NAME				
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>				
INSTITUTION AND LOCATION		DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

Please refer to the application instructions in order to complete sections A, B, and C of the Biographical Sketch.

SUBSTITUTE YOUR OWN NIH BIOSKETCH FOR THIS PAGE, THEN COMPLETE THE NEXT PAGE

GRADUATE TEACHING EXPERIENCE

List lectures presented (graduate only), graduate courses directed, service on student examination / advisory committees, theses / dissertations directed.