



APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP

***THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY—PARTIAL APPLICATIONS WILL BE RETURNED TO DEPARTMENTS**

I. APPLICANT

 Full Name

 Requesting UTSA Department

 Requesting College

Status: Initial Appointment as a Special Member to the Graduate Faculty
 Reappointment as a Special Member to the Graduate Faculty
 Date of initial appointment: _____

Reason(s) for Application to teach at the Master's level
Application: Application to teach at the Doctoral level and Master's level
 Application to serve on Master's committee(s)
 Application to serve on Doctoral and Master's committee(s)

Areas of

Expertise:

II. JUSTIFICATION

Explanation of the department need for this Special Membership in the UTSA Graduate Faculty:

III. CURRICULUM VITA

 Current Position/Title

 Current Affiliation/Employer

Please attach a copy of a current Curriculum Vita.

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- a) Highest degree earned: _____
- b) When and where obtained: _____
- c) Discipline or area of specialization: _____
- d) Is it a terminal degree in the applicant's field of expertise? [] Yes [] No
- e) Is the applicant's degree the same field or discipline of the requesting department/program? [] Yes [] No
- f) If 'NO' for d) or e), please explain the applicant's qualifications for special membership in the requesting department/program.

g) **If 'NO' for d) or e), and the applicant intends to teach at the graduate level, please proceed to page 3.**

- h) Is there a potential conflict of interest regarding the applicant (e.g., a UTSA Ph.D. serving on a former classmate's committee or a postdoc paid with grant money who serves on a committee with another member who controls his or her funding and employment)? Yes No

If 'Yes,' explain how the department will minimize or avoid the potential conflict of interest:

IV. SIGNATURES & RECOMMENDATIONS

_____ Number of Department Graduate Program Committee members

_____ Vote (for/against)

_____ Date of Vote

APPROVALS

Graduate Program Chair, Signature _____ Print Name _____ Date Approve Disapprove

Department Chair, Signature _____ Print Name _____ Date Approve Disapprove

Associate Dean, Signature _____ Print Name _____ Date Approve Disapprove

APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP: Course Qualifications Statements

Per SACSCOC guidelines, faculty credentials for teaching graduate courses require that the faculty member must have a terminal degree in the discipline they will be teaching or a closely related discipline. To comply with the guidelines, if the applicant wishes to teach graduate courses without the relevant terminal degree, they must explain their qualifications to teach EACH graduate course they intend to offer. In the spaces below, list the course(s) and provide brief statements explaining the applicant's specific qualifications to teach each of them.

If the applicant decides to teach a graduate course that is not listed on their initial application, please submit a revised one with the course qualification statements attached.

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

