

Date

Steven P. Schmidt, PhD
Dean of the College of Graduate Studies
Northeast Ohio Medical University

Dr. Schmidt,

I am writing this letter to formally request appointment as an Adjunct Graduate Faculty in the College of Graduate Studies. (Optional: Describe any other faculty appointments you hold and/or any additional information you feel supports your qualifications.) Once appointed, I will be (Describe role, directing and the name of course or serving on a committee, type of committee), in the (Name of program). I have provided my CV for your review and I am available for any questions regarding my request.

Sincerely,



New Application

Revision

Name: _____

University/College degree earned: _____

Academic Rank: _____

Institution: _____

Business Address: _____

Highest Degree: _____ Date Earned: _____

Email Address: _____

Semester Appointment Effective: Fall Spring Summer **Year:** _____

Answer the following:

- Have you previously or currently held graduate faculty membership? Yes No
- Have you served on a Master's committee to completion? Yes No
- Have you served on a Dissertation committee to completion? Yes No

Purpose of Appointment:

Signature:

Applicant: _____

Date: _____

For College of Graduate Studies Purposes Only

Select appropriate level:

Level 1:

May do the following:

- a) Teach graduate courses
- b) Serve on a Master's Committee
- c) Oversee scholar work, e.g. Capstone project

Level 2:

May do Level 1 and:

- d) Direct a Master's thesis
- e) Serve on a Dissertation Committee
- f) Direct Doctoral Dissertation with an Advisor

Program:

COGS

Ethics

HSPA

IPM

MAS

MLHSS

MMSA

MPH

Other

Approvals:

Program Director: _____ Date: _____

Dean: _____ Date: _____

TERMS OF FACULTY APPOINTMENT:

If approved, this Appointment is conferred in recognition and appreciation of your commitment to devote professional time and effort to the official programs and activities of the University. Faculty members may make significant contributions through teaching and mentoring students, conducting collaborative research with University investigators, and providing clinical training experiences. During your appointment you shall participate and contribute to the education, research and service missions of the academic department in which you receive your appointment. Your specific contributions to the missions of the College will be mutually determined by you and either your program director or a University official designated by your program director.

As a condition of your appointment, you will be subject to the Faculty Bylaws, and the policies and procedures of the University, including those governing research. Upon approval of a faculty appointment by the Board of Trustees, your receipt of the Certificate of Faculty Rank constitutes the "Notification of Appointment", as referenced in the faculty bylaws.

The Faculty Bylaws may be found at:

<https://www.neomed.edu/3349-03-75-app-h-cogs-bylaws-of-the-college-of-graduate-studies/>. Upon approval of a faculty appointment by the Board of Trustees, your receipt of the Certificate of Faculty Rank constitutes the "Notification of Appointment", as referenced in the faculty bylaws.

Any research projects for which you receive funding from or through the University must be approved by the proper compliance committee(s), including the NEOMED Institutional Review Board (IRB), if appropriate. If your funding is not from or through NEOMED or if the project is non-funded, you will need to have proper compliance approval through your institution of primary employment.

The College of Graduate Studies is an outstanding institution in large part because of the individuals who comprise the faculty. I sincerely thank you for your dedication to graduate education and for your commitment to teaching and mentoring the graduate students. Below I include the mission of the College of Graduate Studies and I offer you my support and appreciation as we strive to bring those words to life each day.

The mission of the College of Graduate Studies is to instill critical thinking, inspire curiosity, and promote innovation in order to graduate future generations of scientists, researchers, teachers, and community leaders who will use the power of education, research, and scholarship for positive impact.

By signing below, I certify to the best of my knowledge that all information on this application and attached and/or referenced pages is complete and correct. I understand the terms and conditions set forth herein and I accept this appointment to the Faculty if my application is approved.

Signature of Applicant Required **(Application will be returned if unsigned)**

Date

DEMOGRAPHIC INFORMATION (Optional)

The collection of demographic information enables the Northeast Ohio Medical University and its College of Graduate Studies to report aggregate faculty characteristics to accrediting bodies, design appropriate faculty development opportunities and plan continuous quality improvement efforts for faculty life. Please take a moment to provide this information.

- A. Male _____ Female _____
- B. Date of birth _____
- C. Citizenship: _____ United States _____ Permanent Resident _____ Other (Country) _____
- D. Social Security # _____ or last 4 digits _____ (minimum required)
- E. Ethnicity (please check one): _____ Hispanic or Latino _____ Not Hispanic or Latino
 Race (please check one):
 _____ American Indian or Alaska Native _____ Native Hawaiian or Other Pacific Islander
 _____ Asian _____ White
 _____ Black or African American _____ Other (Please specify) _____
- F. Veteran Status: _____ Yes _____ No
- G. If your practice in a medically underserved neighborhood/area (please check one only): _____ Rural _____ Urban

Graduate Appointment Guidelines

Graduate Faculty status for the various programs in the College of Graduate Studies is conferred by the Advisory Committee of the respective program and affirmed by the College of Graduate Studies after review by the Dean.

Graduate faculty appointments fall into two groups: **Graduate Faculty** and **Adjunct Graduate Faculty**

Any faculty who are not members of the Primary faculty of NEOMED would be automatically assigned Adjunct status.

Adjunct Graduate Faculty Appointment Guidelines

The Adjunct Graduate Faculty appointment is conferred on an individual:

1. Who intends to contribute to graduate education through course instruction
2. Who has been sought out to serve on a graduate student's committee based on the faculty member's expertise
3. Does not hold a faculty appointment at NEOMED

Graduate Faculty levels: I, II, III

The levels are the same for both Graduate Faculty and Adjunct Graduate Faculty appointments. Privileges are based on a faculty member meeting the criteria as outlined below and program need. Graduate faculty levels vary in the level of teaching and supervision of graduate students.

The Level (I, II, or III) of the Graduate Faculty appointment is determined by the appropriate program(s) by Program Director with ultimate approval by the Dean of the College of Graduate Studies.

The Level (I or II) of the Adjunct Graduate Faculty appointment is determined by the program director, with ultimate approval by the Dean of the College of Graduate Studies.

Level I Criteria:

1. Has an earned doctorate or the equivalent in a professional field or possess a terminal degree appropriate to the specialty or equivalent qualifications.
2. Has demonstrated scholarship within the field of expertise.

Applicants meeting these requirements may:

- a) Teach graduate coursework
- b) Serve on a Master's committee
- c) Oversee scholarly work, e.g. a Capstone project

Level II Criteria: Meet requirements of Level 1 and:

3. Has experience in graduate education
4. Has demonstrated scholarship via publication within the field of expertise

Applicants meeting these requirements may do level 1 and:

- d) Direct a Master's thesis
- e) Serve on a Dissertation committee
- f) Direct a Doctoral Dissertation with an Advisor*

Level III Criteria (Primary Faculty Only) Meet requirements of Level 1 & 2 and:

5. Has an earned doctorate
6. Member of the tenure-track or tenured core faculty of the University
7. Has served on a Doctoral Dissertation committee

Applicants meeting these requirements may do levels 1, 2 and:

- g) Direct a Doctoral dissertation

Graduate Faculty will have their status reviewed every 3 years.

*An Advisor is someone who holds level III status.