

# Request for Appointment to the Graduate Faculty

(See Article 1.6 of the Graduate School Policy Handbook)

GRADUATE  
SCHOOL  
OF BIOMEDICAL SCIENCES

This form is submitted to [gsbs-forms@bcm.edu](mailto:gsbs-forms@bcm.edu).

- If already a Graduate Faculty member, send this form, a current CV (BCM format) and nomination letter from the Graduate Program Director.
- If not currently a Graduate Faculty member in any program, send this form, current CV (BCM format), and nomination letters from the Graduate Program Director and the Faculty member's Chair or Center Director. The Chair/Director letter should address the following:
  - Academic appointment (rank, tenure status, FTE)
  - Faculty member's research program and fit with selected graduate program
  - Availability of research space
  - For junior faculty, research support (e.g. start-up funds), faculty research mentor(s), support for development of mentoring skills
- Assistant Professors may have membership in up to 2 graduate programs. Associate Professors and Professors seeking appointment in a 3rd current graduate program must submit a written justification, describe their ongoing commitment to their first 2 graduate programs and have completed mentor training (e.g. NRNM mentor training).
- Send all materials as a single PDF to [gsbs-forms@bcm.edu](mailto:gsbs-forms@bcm.edu)

## Section 1 - To Be Completed by Faculty Member Seeking Appointment

Name of Faculty Member:

Academic Rank:

Tenure Status:  Tenured  Tenure-Track  Non-Tenure Track

Full-Time Academic Appointment:  Yes  No If no, please state effort: %

Department (primary appointment):

Institution:

Faculty Mentor (if applicable):

Currently a Graduate Faculty Member?  Yes  No

List Current program memberships:

Request Appointment to Graduate Faculty in:

## Section 2 - To Be Completed by Graduate Program

Appointment Approved by:  Graduate Program Executive Committee (PEC)  
 Graduate Program Director  
 Other (please explain in nomination letter)  
*Please mark all that apply*

How will this faculty member contribute to your program?  
*Please mark all that apply*

- Recruitment and Admissions
- Teaching
- Major/Primary Thesis Advisor
- Other Mentoring and Advising (including clinical mentors)
- Qualifying Exam or Thesis Advisory Committees
- Career & Professional Development
- Program Standing Committees
- Other (please explain in nomination letter)

Graduate Program Director: \_\_\_\_\_  
Signature Date