

October 22, 2024

TO: Graduate Coordinators

FROM: Joey Mehlhorn, Dean of Graduate Studies 

SUBJECT: Graduate Faculty Application Review Process

Faculty considering application for graduate faculty status are encouraged to meet with the department chair for each prospective graduate program to apply for graduate faculty status. The process involves the following steps per the faculty handbook (2.3.1 Full Membership). The department chair must request graduate membership or renewals by the following process.

1. Complete the Application for Graduate Faculty Membership. Select the correct request (initial, renewal, etc. and make sure all signatures are completed).
2. The chair is to submit a letter/memo summarizing evidence of the applicant's engagement and currency in graduate-level education and scholarship during the immediately preceding review period.
3. A current curriculum vitae.
4. All items above will be combined into a single PDF document and emailed to UTM graduate Studies Office at [graduatestudies@utm.edu](mailto:graduatestudies@utm.edu).
5. Once the application has been received it will be submitted by graduate Studies to the Graduate Council for review and consideration.