

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO DOCTORAL FACULTY

University of Missouri-Kansas City

Research Area Affiliation: (Check ONE) [Revised 02/07]

- Admin. & Info. Sciences Biological & Chem. Sci.
- Humanities & Arts Social & Behav. Sci.
- Physical, Math., Engineering, & Computer Sciences

Name: _____

Academic Unit: _____

Dept./Div.: _____

Primary Discipline: _____

[For Interdisciplinary Ph.D. program participation]

Current Academic Rank:

Professor Assoc. Prof. Asst. Prof.

Type of faculty appointment:

- Regular tenure track, full-time
- Non-tenure track, full-time
- Part-time, with compensation
- Part-time, without compensation

Type of doctoral faculty appointment sought:

- New appointment - *for faculty who have completed their dissertations within the past five years*
- New regular appointment
- Reappointment for a 5-year term
- Appointment to an additional discipline affiliation*

*Must meet doctoral faculty criteria through scholarship in the additional discipline.

Level of Appointment applying for: (check one)

- Graduate Faculty AND regular DOCTORAL FACULTY
- Regular DOCTORAL FACULTY (new) and continued UMKC Graduate Faculty
- ADJUNCT Doctoral Faculty

Signature of applicant

Date signed

INSTRUCTIONS TO APPLICANT:

APPLICANT should ATTACH the following documentation to the application and follow STEP 1 in the procedure described in the box to the right of this page:

- The blank copy of the **UMKC Transmittal Form: Recommendation for Appointment or Reappointment to the Doctoral Faculty** which is included in this application packet.
- A copy of the applicant's academic unit **DISCIPLINE-SPECIFIC DOCTORAL FACULTY CRITERIA**
- **New Appointment applications:** Applicant's Curriculum Vitae (CV) prepared according to the guidelines printed on the reverse side of this page. (The applicant may use an existing CV. If the existing CV does not include all of the information listed in the guidelines the reverse side of this page, applicant may provide the additional information as a supplement to his or her CV.)
- **For applications for REAPPOINTMENT, nominees are encouraged to include only pertinent scholarly accomplishments during the previous five-year period.**

Nomination Procedure for Appointment or Reappointment to DOCTORAL FACULTY (and concurrent appointment to UMKC Graduate Faculty) [Note: Each academic unit establishes the internal review procedure. The applicant should contact the Department/Division Chair (if applicable) or Dean for information about internal deadlines and submission procedures.]

1. The APPLICANT submits the completed application, supporting documentation, and blank transmittal form to the Department/Division Chair (if applicable) or Dean in his or her academic unit, who in turn initiates the internal review process conducted by the existing divisional/departmental Doctoral Faculty Nominating Committee.
2. After the academic unit's Doctoral Faculty Nominating Committee has reviewed and taken action on the application and the committee's action and signatures are duly recorded on the transmittal form, the nominating committee's chair forwards the application and transmittal to the Division/Department Chair (if applicable) or Dean for comments and evaluation. [If a Division/Department Chair is included in the process, that person adds his or her recommendation to the transmittal form and forwards the packet to the Dean.]
3. After adding his or her evaluation and recommendation, to the transmittal form, the Dean forwards the original application to the Dean of the School of Graduate Studies. No additional copies are necessary.
4. As the person who has over-all responsibility for the campus review process, the Dean of the School of Graduate Studies checks all applications for completeness and adherence to campus procedure before submitting the applications to the appropriate subcommittee of the Graduate Council for review and action.
5. The UMKC Graduate Council acts on applications for Doctoral and Graduate Faculty membership.
6. The Dean of the School of Graduate Studies may render an independent assessment of the application. When the Dean and the Graduate Council are in agreement, there is no further review, and the recommendations are forwarded to the Provost for appropriate action. Should the Dean of the School of Graduate Studies and the Graduate Council differ in their recommendation, the case is then reviewed by the Ph.D. Executive Committee, acting under the direction of a temporary chair who is a member of the Ph.D. Executive Committee and not from the applicant's discipline or academic unit.
7. A faculty member whose application for appointment receives a negative vote on any review level will be so informed by the respective review bodies and may, if desired, provide additional material in support of the application before it is forwarded to the next review level.

UMKC Transmittal Form
Recommendation for Appointment or Reappointment to the Doctoral Faculty
[Applicant is to attach this blank form to the application packet.]

Applicant's Name: _____ Academic Unit: _____

A. ACADEMIC UNIT DOCTORAL NOMINATING COMMITTEE'S EVALUATIVE COMMENTS AND RECOMMENDATIONS: (Committee should clearly state how the nominee's qualifications satisfy the discipline's criteria for doctoral faculty membership.)

Evaluative Comments:

Recommendations:

Recommend appointment or reappointment to Doctoral Faculty
 Do not recommend appointment or reappointment to Doctoral Faculty for the reasons listed below:

Committee's signatures: _____

Committee chair: _____ Date: _____

B. DEPARTMENT/DIVISION HEAD COMMENTS AND RECOMMENDATION (if applicable):

Signature: _____ Date signed: _____

C. ACADEMIC DEAN OR DIRECTOR COMMENTS AND RECOMMENDATION:

Signature: _____ Date signed: _____

D. UMKC GRADUATE COUNCIL SUBCOMMITTEE ACTION:

Approve Doctoral and Graduate Faculty Appointment Approve Graduate Faculty Appt. only
 Deny Doctoral and Graduate Faculty appointment Deny Doctoral Faculty Appt. only

Signature of Subcommittee Chair: _____ Date: _____

E. DEAN, SCHOOL OF GRADUATE STUDIES ACTION:

Concur with Graduate Council Recommendation
 Do not concur with Graduate Council Recommendation

Comments:

Signature: _____ Date signed: _____

GUIDELINES FOR PREPARING **CURRICULUM VITAE** TO ACCOMPANY
AN APPLICATION FOR **NEW APPOINTMENT** TO
THE DOCTORAL AND GRADUATE FACULTY

Please answer all questions using your own format. If desired, an existing Curriculum Vitae may be used and the applicant may highlight those items requested below and attach an addendum, as needed, for any information not already documented in the Curriculum Vitae.

1. Name
2. Undergraduate, graduate, and honorary degrees with dates of award, name of institution, and field(s) of study.
3. Present position and rank (with year of appointment)
4. School, Department/Discipline
5. Academic positions and ranks held at UMKC and elsewhere (give dates and institutions)
6. Administrative appointments with dates of service in each institution
7. Membership and offices held, if applicable, in professional organizations
8. Honors, awards, fellowships, post-doctorates, and prizes (include appropriate dates)
9. Scholarly publication or work **accepted** for publication. List scholarly publications in standard bibliographical form, being sure to include publication dates. **In the case of articles, list those which have appeared or will appear in refereed journals.** If the book or article is not yet published, attach a copy of letter of acceptance.
 - * Identify publications drawn substantially from the doctoral dissertation
 - * Identify all major citations or reviews of all publications
 - * When publications are co-authored, identify specific percentage of involvement
 - * If publication is a textbook, explain the extent of original research or creative endeavor involved
10. Creative activity, including all awards, reviews, and notices. List the following:
 - * Juried exhibits (attach appropriate information)
 - * Reviewed performance (attach copies of important reviews)
 - * Accomplishments in festivals and competitions (describe significance)
11. List papers delivered at professional meetings. Describe these papers briefly, including date and place of meeting, title of paper, and name and type of organization (e.g. regional, state, national or international). Indicate if any of these papers were invited or if they were reviewed before inclusion in the meeting program.
12. Describe briefly the nature and significance of research or creative activity in progress.
13. Graduate courses taught at UMKC and elsewhere during the past five years.
14. Involvement or experience in directing graduate work. List dissertations and theses directed and membership on dissertation/thesis supervisory committee, last five years.
15. Support received for research and other scholarly or creative activities (source agency, project title, award periods, amounts). Include UMKC awards.
16. Additional professional qualifications or activities (list here those items and information, such as consulting, that are not included in any of the above questions but are pertinent to your professional career.)
17. Date and Signature