APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO DOCTORAL FACULTY
University of Missouri-Kansas City

Name:

Academic Unit:

Dept. /Division:

Primary Discipline:
(For Interdisciplinary Ph.D. program participation)

Current Academic Rank:*  
☐ Professor  ☐ Assoc. Professor  ☐ Asst. Professor
*Only tenured or tenure-track faculty are eligible to serve on the doctoral faculty.

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.

______________________________  ________________
Signature of applicant                                         Date signed

INSTRUCTIONS TO APPLICANT:
Please submit the following documents:

1. Application for Appointment or reappointment to Doctoral faculty document (2 pages)
2. UMKC Transmittal form: Recommendation for Appointment or Reappointment to Doctoral Faculty
3. Copy of applicant’s academic unit DISCIPLINE-SPECIFIC DOCTORAL FACULTY CRITERIA

Research Area Affiliation (Check ONE):
☐ Admin & Info Science
☐ Biological & Chemical Science
☐ Humanities & Arts
☐ Physical, Math., Engineering & Computer Science
☐ Social & Behavioral Science

Nomination Procedure for Appointment or Reappointment to DOCTORAL 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 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 Faculty membership.

6. 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.
List the highest degree you have obtained, the institution granting the degree, and the year the degree was granted:

DEGREE:

INSTITUTION:

YEAR GRANTED:

ATTACH A COPY OF THE DISCIPLINE-SPECIFIC DOCTORAL FACULTY CRITERIA APPLICABLE TO THIS APPLICATION and make reference to specific items in those criteria when responding to item 1, below.

1. Documentation of scholarly creative achievement over the past five years. For each item listed here, include the citation in standard format, specific grants funded, names of mentored students, etc. Also indicate which discipline-specific regular criterion or alternate criterion to which the achievement applies. An additional page may be used, but do not attach your entire curriculum vita.

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<th>Discipline-specific criterion number:</th>
<th>Description of scholarly achievement:</th>
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2. FOR DOCTORAL FACULTY REAPPOINTMENT ONLY: List all doctoral students whose dissertations you have directed in the past five years:

Student names:
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 Appointment  

_____ Deny Doctoral Faculty Appointment

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: ________________