

## **GRADUATE FACULTY TERM APPOINTMENT NOMINATION REQUEST**

### **GUIDELINES FOR USING THE G-TAN FORM**

Faculty members and scholars not otherwise eligible for regular membership in the Graduate Faculty may be appointed to Term Appointments.

Term Appointments to the Graduate Faculty are granted upon nomination by an academic unit to the Dean of the Graduate School for a period not to exceed 3 years and may be renewed upon expiration. Term Appointments confer the rights only to teach graduate courses and to serve on graduate students' committees.

Term Appointments are appropriate for USC faculty in the School of Law and the School of Medicine, USC faculty emeriti, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials. Term appointments are not necessary for faculty from other institutions serving as outside members of doctoral committees; for that purpose, use the Doctoral Committee Appointment Request form, found in our forms library.

According to the Southern Association of Colleges and Schools "Faculty Credentials" guidelines:

["Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:](#)

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines [graduate] faculty qualifications using faculty credentials, institutions should use the following as credential guidelines: ...

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline."

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**Name of Nominee:**

**Current Position:**

**Institutional Affiliation:**

**Nominated by (Academic Unit):**

**Terminal Degree (name of degree and date):**

Attach a copy of the nominee's curriculum vitae and a memo of nomination that provides justification for the appointment, addressing both the nominee's qualifications and the unit's need for making the nomination. If the person does not hold the terminal degree, special justification must be provided.

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**Period of Term Appointment (not to exceed 3 years):**

	<u>Term</u>	<u>Year</u>		<u>Term</u>	<u>Year</u>
<b>Beginning term:</b>	<input type="text"/>	<input type="text"/>	<b>Ending term:</b>	<input type="text"/>	<input type="text"/>

**Restrictions (e.g. teaching only, committee membership only, etc.)**

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I support this term-appointment,

Endorsed: Chair of Department/Program: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean of College/School: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Dean of the Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of this request does not offer any financial commitment on the part of the Graduate School.