

## Graduate Faculty Application Process

All faculty who hold the rank of professor, associate professor, assistant professor, librarian, assistant librarian or associate librarian, or administrative positions of school dean or above, are welcome to apply for Graduate Faculty Status. An application consists of a copy of the applicant's vita and letter of interest describing how the applicant meets the following criteria.

1. **Experience:** The minimum experience requirement is three years of instruction at the graduate level at any institution of higher education, or three years of library service involving graduate programs.
2. **Education:** An earned doctorate in the field of specialization, or the highest terminal degree in the field of specialization, or special training and experience which are acceptable as judged by the particular faculty member's field.
3. **Demonstrated Scholarly Ability:** Evidence of interest in the scholarly nature of his/her field as demonstrated by research or publication or the judgment of his/her colleagues in the department concerned.
4. **Rank:** Holds the rank of assistant professor or above, assistant librarian or above, or administrative position of school dean or above.
5. **Involvement in Graduate Programs:** Has, in the opinion of his/her department, an ongoing involvement in, and commitment to, graduate studies at Cortland.

Applications are accepted and reviewed throughout the academic year by the Graduate Faculty Executive Committee. Applications may be submitted directly via email to [curriculum@cortland.edu](mailto:curriculum@cortland.edu). Any inquiries of interest or questions are welcome and feel free to contact any committee member.

Graduate Faculty Membership Information is found in the [Faculty Handbook](#)