

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS**

TITLE OF POLICY: **NOMINATION OF FACULTY FOR REGULAR MEMBERSHIP IN THE
GRADUATE FACULTY OF THE UNIVERSITY OF PITTSBURGH**

ORIGINAL DATE: **MARCH 1990**

LAST REVIEWED/REVISED: **MARCH 2018**

POLICY: Faculty members who meet the following criteria may be nominated for regular membership in the Graduate Faculty of the University of Pittsburgh:

1. Nominee is a full-time faculty member of the University of Pittsburgh - School of Nursing.
2. Nominee has (a) successfully completed a doctoral dissertation and has an earned doctorate; or (b) exceptional qualifications in research as evidenced by prior experience and accomplishments in this field.
3. Nominee's primary appointment is (a) as a graduate faculty member and the individual has assumed primary responsibility or has shared responsibility for teaching of a masters' or doctoral level course; or (b) as an undergraduate faculty member and has participated in the educational experience of graduate students including but not limited to serving as a master teacher, directing the alternate research requirement experience, lecturing, and serving as a member of a committee for the purpose of planning educational experiences for graduate students.
4. Nominee has participated as a committee member on dissertation, thesis, or capstone committees.
5. Nominee has expertise in a specified area of the discipline of nursing as demonstrated by research, scholarly publications, presentations, consultations, or honors related to the identified area.

PROCEDURE:

1. The nominee prepares the curriculum vitae with the assistance of the Department Chair.
2. The nominee submits the curriculum vitae to the Department Chair, who submits it with a letter of support to the Chair of PhD Council. The CV needs to include evidence of graduate courses taught, services on dissertation, thesis, or capstone committees, research supervised and scholarly publications. The Chair of PhD Council distributes copies to Council members.
3. PhD Council reviews the nominee's materials and votes on the recommendation at a Council meeting. The nomination requires approval by a majority of the members of PhD Council.
4. The Chair of PhD Council forwards the nomination to the Dean.
5. The Dean reviews the nomination. If approved, the nomination form is forwarded to the Provost with the required signatures. If disapproved, the nominee is notified.
6. The Provost notifies the nominee of approval or disapproval with a copy of the letter of notification to the Dean.
7. The Dean informs the Department Chair and the Chair of PhD Council.

Approved by Total Faculty: 11/88, 2/90, 11/12, 04/12

Reviewed 97-98, 00-01, 02-03, 05-06, 11-12, 17-18