



University of New Hampshire

Graduate School, Thompson Hall, 105 Main Street, Durham, NH 03824-3547

Graduate Faculty Nomination Procedure Guidelines

As stated in the [UNH By-Laws of the Graduate Faculty](#), UNH faculty members (including tenure-track, clinical, extension, and research) wishing to become regular members of the Graduate Faculty should be nominated by their department chairperson or equivalent administrator.

Please follow the procedure below to initiate the nomination process:

1. Complete the Graduate Nomination Form (see below)

- By signing the Nomination Form, the nominee agrees that s/he has reviewed the [Graduate School By-laws](#) and the nominator(s) agree that this faculty member has been approved to join the associated graduate program according to the procedures for that program.
- If the nominated faculty member expects to be part of more than one graduate program (e.g. departmental graduate program and an interdisciplinary graduate program), then the chairperson/equivalent administrator from each department/program should provide approval.
- If your department has multiple programs, please fill out all that apply to the nominee.
- Please note: Each nominee for regular graduate faculty member can only have one primary/home department, but can be a member of multiple graduate programs.
- For existing members of the Graduate Faculty who wish to add one or more new graduate program affiliations, please fill out sections 1 and 3 of the Nomination Form (no other information is necessary)

2. Provide an updated CV for the nominee

3. A letter of explanation can be attached from the nominator(s) if there are any unusual circumstances that the Graduate School Dean should take into consideration.

4. All required documents should be sent to grad.deansoffice@unh.edu

Upon receipt of the nominee's curriculum vitae and Graduate Faculty Nomination Form, the Graduate Dean will review and affirm the appointment to the Graduate Faculty for those who are appropriately qualified. Appointment to the Graduate Faculty will extend so long as the individual holds an academic appointment at the University and continues to perform graduate-level instructional and advising roles.

Please note: Completing this form and submitting the relevant documents does not mean that the faculty has been appointed by the Graduate School. The appointment is not complete until you receive the Graduate School Dean's final decision letter.

(Please go to the next page to fill out the nomination form)

Graduate Faculty Nomination Form

New Graduate Faculty Nomination (complete entire form) New Graduate Faculty Affiliation only
(complete sections 1 and 3)

1. Nominee Information

First Name: _____ Last Name: _____
UNH ID: _____ Position Title: _____
UNH Email: _____
Department
(if applicable)
Signature: _____ Date: _____

2. Nominator Department Approval #1 (Primary/home department)

(please note that only Chair or equivalent administrator can nominate graduate faculty)

First Name: _____ Last Name: _____
UNH Email: _____
College: _____
Position Title:
(Title/Rank)
Nominating
Department:
Signature: _____ Date: _____

Signature, Dean of Home Unit _____ Date: _____

* Please have the Dean from nominee's primary/home department/unit sign here.

If the nominee is being nominated for any additional programs, the form on the next page should be completed.

3. Nominator Program (or Department) Approval #2

(please note that only Chair or equivalent administrator can nominate graduate faculty)

First Name:

Last Name:

UNH Email:

College:

Position Title:
(Title/Rank)

Nominating
Program (or
Department)

Signature:

Date:

Nominator Program (or Department) Approval #3

(please note that only Chair or equivalent administrator can nominate graduate faculty)

First Name:

Last Name:

UNH Email:

College:

Position Title:
(Title/Rank)

Nominating
Program (or
Department)

Signature:

Date: