

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL**  
**REQUEST FOR APPOINTMENT TO GRADUATE FACULTY**  
**ASSOCIATE LEVEL**

Name: \_\_\_\_\_ MSU 9-Digit ID: \_\_\_\_\_

Title: \_\_\_\_\_

Department Requesting Appointment: \_\_\_\_\_

College/School: \_\_\_\_\_

**Type of Appointment**

(please check one)

\_\_\_\_\_ Associate Level Initial Appointment

\_\_\_\_\_ Associate Level Reappointment

- Please indicate title change (if applicable): \_\_\_\_\_

**Associate Level Qualifications:**

- Earned terminal degree (highest degree awarded in discipline) in or related to area of graduate responsibility;
- Full-time employee of MSU, holding rank of assistant professor or assistant research professor or assistant extension professor or assistant clinical professor or higher and may include the qualifying designation of Visiting Faculty (as defined in AOP 13.22);
- Have record of research and/or creative achievement as described in the Faculty Handbook (6.1.2) or the ability to conduct research.

**Associate Level Responsibilities:**

- May teach graduate-level courses in each field of specialization based upon formal advanced study or demonstrated competence is documented;
- May serve as member of master's non-thesis, master's thesis, specialist non-thesis, or specialist thesis committee within Department of appointment or outside Department;
- May serve as member of doctoral committee and doctoral dissertation committee within Department of appointment or outside Department.

**An Associate Level term of service is five years and is approved by the Dean of the Graduate School. The appointment is renewed at the discretion of the Department Head and the Dean of the College.**

***A CURRENT CURRICULUM VITAE MUST BE FORWARDED WITH THIS FORM.***

**Typed/Printed Name:**

**Approval Signatures:**

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date

OGS Use Only

Approved: \_\_\_\_\_ Entered: \_\_\_\_\_