

Application for Appointment to the School of Medicine Graduate Faculty and Affiliate Graduate Faculty

Graduate Faculty: Any OHSU faculty member or faculty-level scientist, who possesses a MS, MPH, PhD, DSc, MD, DVM or equivalent degree, who demonstrates evidence of scholarly activity, and who is a member of an approved academic graduate degree program within the School of Medicine shall be eligible for membership on the Graduate Faculty.

Affiliate Graduate Faculty: Faculty with affiliate appointments at OHSU are eligible for Affiliate Graduate Faculty. Affiliate Faculty will have the same privileges and responsibilities as Graduate Faculty. Activities shall be limited to 3 years and programs may request renewals at the end of the 3 year term.

Section 1: To be completed by Applicant <i>[Form must be typed]</i>	
Check One:	Graduate Faculty Status Affiliate Faculty Status (3 years)
Name:	Degree(s):
Academic Rank/Title:	
Primary Administrative Unit ¹ :	
Graduate Program:	
Section 2: Applicant [Please attach copy of Curriculum Vitae]	
As a member of the SOM Graduate Faculty, I agree to teach in graduate level courses, to serve on oral thesis or dissertation examination committees and on advancement to candidacy examination committees, to interact with graduate students in seminars and conferences, and to serve on other committees concerning graduate education. I also agree to participate in other activities that are required by the graduate program(s) with which I am affiliated. Finally, I understand that my service as a graduate student advisor/mentor is subject to approval by the Director of the student's graduate program.	
Applicant Signature	Date
Section 3: Chair/Director of the Applicant's Primary Administrative Unit¹ (OHSU or School of Medicine Unit that pays your salary)	
I support the Applicant's nomination for appointment to the SOM Graduate Faculty.	
Primary OHSU Administrative Unit Chair/Director Name	
Primary OHSU Administrative Unit Chair/Director Signature	Date
¹ OHSU department or unit with primary responsibility for administering the Applicant's salary and grants. For applicants with primary appointments at the Portland VAMC, the Chair/Director of the Applicant's VAMC unit should sign. If the Applicant does not receive salary from OHSU, the Chair/Director of the OHSU department or unit that sponsored the Applicant's faculty or faculty-level scientist appointment at OHSU should sign.	
Section 4: Graduate Program Director	
I support the Applicant's nomination for appointment to the SOM Graduate Faculty. The Applicant is approved to serve as a member of the SOM Graduate Program that I direct.	
Graduate Program Director Name	
Graduate Program Director Signature	Date
Complete Sections 1-4, attach CV, and submit to Associate Dean for Graduate Studies, L102GS	

For Graduate Studies Office Use Only:	
Graduate Council Approval Date:	
Associate Dean for Graduate Studies Signature	Date

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Completing the Application

Section 1: Completed by the applicant

Academic Rank/Title: for Primary Administrative Unit

Primary Administrative Unit: The School of Medicine Unit (or Dentistry/Nursing) with the primary responsibility for administering salary.

Graduate Program: Which program is sponsoring you? Behavioral Neuroscience, Biomedical Informatics, Biomedical Engineering, etc. Unless your primary appointment is in a graduate program, you must hold a SOM affiliate faculty position in a graduate program..

Section 2: Sign the application and forward the application & a current CV to Primary Administration Chair/Director.

Section 3: The Primary Administrative Chair/Director signs and then forwards the application & CV to the Graduate Program Coordinator, Program Coordinator information can be found in the 'Contact Us' section of the Graduate Studies website www.ohsu.edu/som/graduate .

Section 4: The Graduate Program Director signs and forwards the application & CV to the Office of Graduate Studies L102-GS for processing and signature by the Associate Dean for Graduate Studies. **DO NOT** send documents directly to the Associate Dean.

NOTE: Please direct questions regarding the application and process to the Office of Graduate Studies somgrad@ohsu.edu or 503-494-6222. *Incomplete applications cause delays in processing.*

Applications must be in the Office for Graduate Studies no later than the 1st Tuesday of the month to be presented at Graduate Council meeting on the 2nd Tuesday of the month. No meetings are held July-August..

From the By-Laws of the Graduate Council

Privileges and Responsibilities of all Graduate Faculty Members. Graduate Faculty shall teach in graduate level courses, serve on oral thesis or dissertation examination committees and on advancement to candidacy examination committees, will interact with graduate students in seminars and conferences, and serve on other committees concerning graduate education. The mentor or advisor of a graduate student shall guide the student on matters concerning his or her thesis or dissertation. This will be done in consultation with an advisory committee of members of the graduate Program's faculty and other experts. (Excerpt – see bylaws for full article)

Section E Duration of Graduate Faculty Membership. Appointment to the Graduate Faculty, once approved, will continue unless specifically revoked by the Program Director, the director of the faculty member's primary administrative unit, or the Dean of the School of Medicine. It is the responsibility of the Office of the Associate Dean for Graduate Studies to maintain a current list of Graduate Faculty and to update this list by conducting a yearly survey of the graduate programs. Affiliate Graduate Faculty will be appointed for renewable, 3 year terms.

Section F Status of Emeritus and Other Retired Graduate Faculty Including Those Whose Time is Reduced to 0.28 FTE or Less. Emeritus faculty and other retired faculty including those whose time is reduced to 0.28 FTE or less shall retain their appointment on the Graduate Faculty unless this appointment is terminated by the Program Director or the director of the faculty member's primary administrative unit. These faculty shall be allowed to serve on graduate student advisory and final examination committees but may no longer serve as mentors for graduate students unless specifically approved by the Graduate Council.

The By-Laws are available on the Graduate Studies website under 'Admin Resources' at www.ohsu.edu/som/graduate