

## APPLICATION CHECKLISTS

### Full Member Checklist

- I am a full-time employee at McNeese.
- I hold the rank of assistant professor, associate professor, or professor.
- I hold a terminal degree in my discipline.
- I am completing a term or have completed a term within the last year as an Associate Member of the graduate faculty.
- The department head and academic dean over my discipline have expressed support for my application and are willing to sign my application.
- I have evidence of at least 10 scholarship and service activities that include at least one in each of the three performance categories of Research or Creative Scholarship, Professional Activities, and University Service.
- I have evidence of quality performance in advising, teaching, and/or committee responsibilities in a graduate program from my current term.

### Associate Member Checklist

- I am or will be a full-time employee at McNeese.
- I hold the rank of assistant professor, associate professor, or professor.
- I hold a terminal degree in my discipline.
- I have been or wish to be assigned duties in advising, teaching, and/or serving on committees in a graduate program.
- The department head and academic dean over my discipline have expressed support for my application and are willing to sign my application.
- For renewal only:** I have evidence of at least five scholarship and service activities that include at least one in each of the three performance categories of Research or Creative Scholarship, Professional Activities, and University Service.
- For renewal only:** I have evidence of quality performance in advising, teaching, and/or committee responsibilities in a graduate program as an Associate Member.