

APPLICATION FORMAT

Please furnish, in the order below, the following information, according to your application category. Send an original and five copies to the Dean of the Graduate School. Please staple complete sets separately. Include all letters from dean and department heads in each set. Do not put copies in separate binders or folders.

- **Date of Application**
- **Designated Area Committee which will review application**
- **Personal Data**
 - Full name and Social Security Number (last 4 digits only).
 - Present rank and date appointed to that rank.
 - Department and/or college.
 - Campus mailing address
 - Email address
 - Number of years employed by the University of Georgia.
- **Scholarly Competence**
 - Education.
List earned degrees, giving name of institution and date each degree was conferred.
 - Title of master's thesis, if applicable.
 - Title of dissertation.
 - Academic and professional positions held.
 - Publications.
List in the following order:
 - Refereed scholarly articles and reports. Author(s) (indicate senior author), title, volume, year, pages. For electronic journals also include URL.
 - Books. Author(s) (indicate senior author), title, city, publisher, year, pages. A sampling of published book reviews would be helpful.
 - Other publications.
 - Grants or contracts received
 - Creative activities, such as art exhibits, music compositions, plays directed, etc., in which the applicant has participated.
- **Additional Evidence of Intellectual Leadership**

Provide other pertinent data with respect to professional activities relating to the channeling of ideas and contributions to the discipline at regional, national, and international levels, such as:

 - Papers presented at professional and learned societies.
 - Sessions organized and chaired or service as a discussant at professional meetings.
 - Service as an editor, members of an editorial board, or as a referee for a scholarly journal; other editorial work.
 - Service as a referee or member of advisory panel for a federal, state, or private agency allocating research funds.
 - Special honors received for academic achievement.
 - Service on important extra-university, professional committees.
 - Other evidence of intellectual leadership.

- **Experience and Effectiveness with Graduate Education**
 - Dissertations directed in past seven years. Give name of student, granting university, year degree was received, and number of years to complete the degree.
 - Theses directed in last seven years. Give name of student, granting university, year degree was received, and number of years to complete the degree.
 - Graduate courses taught in last seven years. Include course title, number, when taught, and evaluations information.
 - Service on advisory, examining, and reading committees during last seven years.
 - Effectiveness and quality of mentoring such as student awards, student participation in professional meetings, time to complete degree programs, and job placement after graduation.
 - Other contributions to the graduate program during last seven years.
- **Recommendations**
 - Letter of recommendation by department head, giving vote of graduate faculty in the department on the candidate and their designation of area committee (Fine and Applied Arts, Health and Clinical Sciences, Humanities, Life Sciences, Physical Sciences, Professional and Applied Studies, Social and Behavioral Sciences); and assessing the professional significance of the candidate's scholarly competence, evidence of intellectual leadership, contributions to graduate program, teaching evaluations, effectiveness and quality of mentoring using information such as exit interviews with students, surveys from alumni, employers of students, and timelines of degree completion.

IMPORTANT: The Graduate Council Committee on Appointment and Reappointment, in response to a request, is requiring that applications for reappointment in 2009-10 show the budgeted time of the faculty member for the preceding seven-year period covered by the application; that is, from 2002-03 through 2008-09. It is the responsibility of the department head to include this information.

 - Recommendation from the academic dean.