

**Youngstown State University**  
**Category I Graduate Faculty Membership Application**

Category I Graduate Faculty status is required to chair dissertation or thesis committees and serve on dissertation committees. Refer to the Graduate College website for the descriptions of the types of membership and terms of approval. A statement of policy, standards, and procedures regarding membership in the Graduate Faculty is available in the College of Graduate Studies website. When completed, the form is sent to the College of Graduate Studies office.

Name: \_\_\_\_\_ Banner Y#: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Present Academic Rank: \_\_\_\_\_

Indicate here if you wish to meet with the Graduate Studies Committee when your application is considered. yes no

Please list Research Interests: \_\_\_\_\_

Required Items Attached:

- Vita
- CITI training certificate (or signature on waiver statement)
- Chair statement

**Vita Requirement:** The nominee should modify his/her vita to provide graduate college and discipline/profession related information from the last five years only (as briefly as possible) to include:

Education

Professional experience

Graduate and swing courses taught within the last five years

Involvement in master and doctoral candidates' committees

Involvement in Graduate Council and committees, departmental committees

Professional memberships and/or scholarly affiliations

Scholarly work (submit copies of representative publications; copies will be returned)

Evidence of professional development (Workshops, Conferences, Etc.)

The nominee should document that the credentials presented on the vita meet the requirements for appointment as a Category 1 graduate faculty member as required by the standards of their college.

**CITI Training Requirement:** Category 1 Graduate Faculty are required to complete Responsible Conduct of Research Training to maintain their Graduate Faculty status. Submission of the certificate of completion to the College of Graduate Studies is required to verify completion of the training. Training is required to be completed every five years and will be required for renewal of graduate faculty status. Although RCR training is highly recommended for all graduate faculty members, Human Subjects training provided by CITI (current within two years) or Using Animal Subjects in Research will also be accepted as meeting this training requirement. The CITI training is available on line through the Office of Research at: <https://cms.ysu.edu/administrative-offices/research/citi-training-responsible-conduct-research>.

For faculty who wish to waive the CITI training requirement because they do not engage in research involving human or animal subjects.

**CITI Training requirement waiver:**

I guarantee that my research or that of students that I am advising will NOT involve human or animal subjects in any way, this includes surveys or observation of any kind. If research interests change to include human or animal subjects CITI training will be completed prior to the start of research.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department Chairperson's Statement: After reviewing the college's membership standards document, the department chairperson must attach a succinct statement giving a critical evaluation of the applicant's:

- a) ability and experience in teaching
- b) contributions and service to the graduate program
- c) publication and professional activities (including evaluation of the journals and conferences to which the candidate has contributed).

\_\_\_\_recommended \_\_\_\_\_not recommended \_\_\_\_\_recommended \_\_\_\_\_not recommended  
Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_ College Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(College Dean's Signature if applicant is the Department Chair)

**Submit to Graduate College for review**

**College Graduate Studies Committee Statement:**

Please consult the Graduate Faculty Membership Standards Document for your college and provide the necessary information for the Graduate Council to interpret the significance and quality of the work of the candidate you are recommending.

**A statement supporting either recommendation for approval or rejection is required.**

\_\_\_\_approved \_\_\_\_\_not approved  
College Graduate Studies Committee Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_