UNIVERSITY OF
NORTHERN COLORADO

Graduate School

Retired Graduate Faculty
(RGF and RGF/DRE) Application

Instructions for Completion of PDF Application:

- Please do NOT print, hand write/sign forms or use DocuSign or AdobeSign. This removes the digital completion components.
- Download and save as an Adobe PDF document. Open with Adobe Acrobat to complete forms. Do not fill out forms in browser or Mac Preview.
- Adobe Acrobat Reader is available for free at the Adobe website
- All faculty need to sign using Adobe Verified Signatures on the same form. (Follow in-app prompts to set up faculty signature.)

Graduate Faculty Guidelines

Date: _____

Faculty Name:_____ **Last 4 Digits Bear #**: _____

Program:_____**School/Dept**:_____**College:** _____

Effective Date of Retirement: _____

Procedures: Faculty members apply for this status ***prior*** to their retirement from the University through the current graduate faculty procedures. The form is initiated by the retiring faculty member who then electronically submits the completed application to his/her chair/school director; the application is reviewed by chair/school director and forwarded to college dean; college dean reviews and forwards to Graduate School for consideration by the Graduate Council.

Criteria for Eligibility: The RGF and RGF/DRE status allows faculty members, upon retirement, to teach, serve as committee members or serve as doctoral research advisors to their doctoral advisees assigned at the time of the faculty member's retirement.

Applicants for RGF and RGF/DRE must meet the following criteria at the time of application:

(a) be a member in good standing of the Graduate Faculty;
(b) hold an active GF or GF/DRE status confirmed by the Graduate School.

RGF/DRE applicants: In addition to the criteria (a) and (b) above must meet the following at the time of application:

(c) have attended a DRE workshop within the past three years. Applicants for RGF/DRE statuswho have not attended a DRE workshop in the previous three years must complete the DRE workshop *prior* to turning in the RGF application If the applicant fails to attend a DRE workshop he or she must enlist a co-research advisor for any current doctoral research committees and only be considered for EGF status.

Date of last DRE Workshop: _____

☐ I have read the criteria for eligibility.

Current Status:

- ◯ GF/DRE - date expires: _____
- ◯ GF status - date expires: _____

I am applying for:

- ◯ RGF/DRE status
- ◯ RGF status

RGF/DRE and RGF status is approved for one 3-year non-renewable term. Retired faculty members who wish to teach beyond this three-year period must apply for Graduate Lecturer status

RGF status allows a retired faculty member to teach graduate courses and serve as a doctoral committee member. It does not allow the retired faculty member to serve as a research advisor or co-research advisor.

RGF/DRE status allows the retired faculty member to teach and serve as a research advisor student assigned at the time of retirement, no new research advisor appointment after the retirement date will be allowed.

Applicant's Signature:_____

Please email this document to your School Director.

SCHOOL OR PROGRAM DIRECTOR

Director Comments:
If **faculty applicant does not meet the afore-mentioned guidelines** for requested status, please indicate why you think thisfaculty member should be considered for graduate faculty status.

Recommend ◯ **Not Recommend** ◯

Director's Signature: _____

Please email this document to the College Dean.

COLLEGE DEAN

Recommend ◯ **Not Recommend** ◯

Dean's Signature: _____

Please email this document to the Graduate School.