



## Office of Graduate Studies

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### Automatic Graduate Faculty Membership Process

- 1) During the first week of August and January, the Office of Graduate Studies will request a list of new tenured/tenure-track faculty members from Human Resources.
- 2) The Office of Graduate Studies will send a letter notifying new qualified tenured/tenure-track faculty members that have been hired at a position of Assistant Professor or higher, of their automatic Graduate Faculty membership during the first month of the appropriate semester.
- 3) The Office of Graduate Studies will update the Graduate Faculty Membership list that can be found at <http://gradfac.mst.edu/>.