

Starting A Chapter

For High School Teachers

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Phi Alpha Theta chapters are established and maintained in fully-accredited four-year colleges and universities. To be considered, the college or university must have:

- A minimum enrollment of 1,000 students
- A minimum of 3 full-time history faculty (two of whom hold the doctoral degree)

A group desiring a charter for a collegiate chapter must first submit the following to National Headquarters:

Letter of interest on official letterhead signed by a full-time History faculty member willing to act as the Faculty Advisor for the chapter and a current course catalog.

Upon review and acceptance of this information, National Headquarters will provide an official Petition Form to the petitioning faculty member.

The department supporting the petition must have a minimum of two faculty members holding the doctoral degree. Eligibility requirements of the petitioning group are determined by the National Council, with each petitioning group being examined prior to acceptance of the new chapter.

Send the following documentation to: Dr. Graydon A. Tunstall, Executive Director, Phi Alpha Theta History Honor Society, University of South Florida, 4202 E. Fowler Ave, SOC107, Tampa, Florida 33620-8100:

1. Completed [Petition Form](#)
2. A brief history of the petitioning group, its formation, aims, past activities and future plans
3. Letters of support from the President, Dean, Chair of History Department
4. Report on accreditation of the college or university and its library
5. Explanation of the petitioning college or university's grading system
6. List of history degrees offered at the petitioning college or university
7. List of all active full-time and adjunct history faculty
8. Curriculum vitae for full-time history faculty
9. List of courses actively being offered by the history department

The National Council of Phi Alpha Theta will review the above and, if approved, will authorize National Headquarters to transmit a letter of approval to the petitioning college or university. At that time, the new chapter will be assigned its own unique Greek name and the name of the National Representative who will attend the installation.

Once approved, [click here](#) for Approved Chapters Checklist