

Instructions for Submitting Graduate Research Faculty Application

Department chairs must submit the *Graduate Research Faculty Application* using the DocuSign PowerForm on the Graduate School website. Note that the department vote on the faculty member's status must be included on the form and the faculty member's most current CV must be attached to the application. There is a box to include the attachment on the DocuSign form next to the Department Chair's comments.

**Review the Graduate Faculty Membership Policy on the Grad School website for additional information on the procedures.*

To begin, click on the form which will take you to the page where you enter the Department Chair's name and email, the Dean of the College/School's name and email, and the Graduate School Dean's name and email. After you enter this information, click one of the 'Begin signing' buttons.



You will be taken to the page that allows you to continue or to finish later. If you hit continue, you will need to enter the required information including the department vote, the chair's statement about applicant qualification, and where you will attach the applicants CV.



Please Review & Act on These Documents

DocuSign Services
The University of Texas at Tyler

PRIVATE MESSAGE: Please attach a copy of the applicant's CV

View More

Please review the documents below.

CONTINUE **FINISH LATER** **OTM**

Use the Finish Later option to continue signing this document at a later time. [Learn more.](#)

GET IT

Graduate Research Faculty Visiting Graduate Research Faculty

Applicant Name:

Faculty Status: Assistant Associate Full N/A

Highest Degree Earned:

College/School of: Department:

Recommendation of Department Graduate Faculty: Recommend Do Not Recommend

Applicants in departments having less than 3 Graduate Research Faculty members will be voted upon by the Chair and Dean, without review and/or vote by the department faculty.

Total number of Graduate Faculty eligible to vote in this department:

Number voting Yes:

Number voting No:

Number not voting:

Recommendation of Department Chair: Recommend Do Not Recommend

Chair Statement on Applicant Qualifications:

If you choose finish later, you enter the email to send the link to finish the form.



Begin Sign

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Department Chair

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Dean of College/School

Name:
Full Name

Email:
Email Address

Graduate School Dean or Designee

Name:
Full Name

Email:
Email Address

Administrative Assistant III

Name:
Cynthia Sprayberry

Email:
csprayberry@uttyler.edu

BEGIN SIGNING

Learn More

Finish Later

Enter your email to receive a link to finish this document later. Your completed entries will be saved.

Email *
cindydavis@uttyler.edu

SAVE & CLOSE **CANCEL**

CONTINUE

Graduate Research Faculty Visiting Graduate Research Faculty

Applicant Name: New Applicant Renewal Applicant

Status: Assistant Associate Full N/A

The document will automatically route to the next signer until all signatures are complete and the form is sent to The Graduate School.