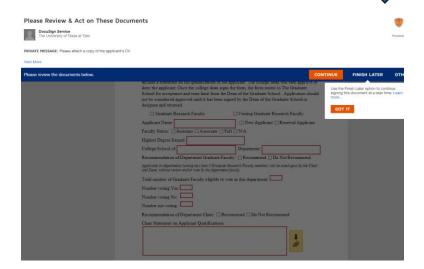**Instructions for Submitting Graduate Research Faculty Application**
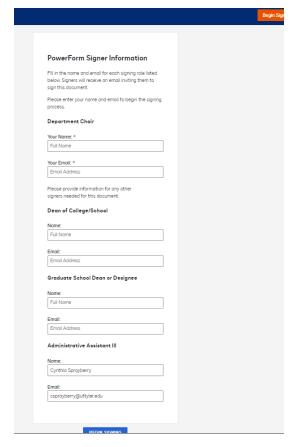
Department chairs must submit the *Graduate Research Faculty Application* using the DocuSign PowerForm on the Graduate School website. Note that the department vote on the faculty member's status must be included on the form and the faculty member's most current CV must be attached to the application. 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.
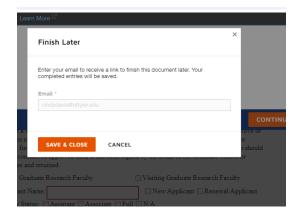
To begin, click on the form which will take you to the page where you enter the Department Chair's name and email, the Dean of the College/School's name and email, and the Graduate School Dean's name and email. After you enter this information, click one of the 'Begin signing' buttons.

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.

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

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