**Graduate Faculty (GF) Nomination & Approval Process**

**(Regular, Cooperating, and Affiliate Graduate Faculty)**

**Instructions**

**Nominating a new member or requesting a change to a member’s GF appointment:**

Access the nomination form: (need to use UH VPN if accessing Kuali Build forms from off-campus)

* Graduate Division [Nomination & Appointment of Faculty](https://manoa.hawaii.edu/graduate/nomination-appointment-of-faculty/) webpage
* Or, use image below (i.e., direct link to the form):



Place mouse on image. Hold CTRL and click on the image

Select Next 

Submitter of nomination form:

* Graduate chair or designated program staff member (e.g., program assistant, or secretary) who would complete the nomination form.
	+ Role is Submitter
	+ Submitter may also be an approver in the approval process (i.e., if Graduate chair is also a Submitter).

Complete the nomination form:

* Include all **required\*** information:
	+ Name of college/school**\***
	+ Name of department (optional and, as relevant)
	+ Name of graduate program**\***
	+ Name of nominee**\***
	+ Type graduate faculty appointment**\*** (click Regular or Cooperating for Level to appear)
	+ Level of graduate faculty appointment**\*** (for Regular and Cooperating only)
	+ Comments (i.e., information as appropriate or necessary)
	+ Justification for the nomination**\***
	+ Nominee’s research**\*** - please note it’s **200 characters**, not words, including spaces
	+ Nominee’s current CV**\*** (select a file to upload)
		- Redact or remove any sensitive information not publicly available
	+ *[For Affiliate Graduate Faculty only - a request for a non-comp PNF to HR is also necessary (please follow current procedures for that process).*
		- *HR will receive a copy of the nomination form after approval by the Dean/Director].*
* Identify approvers for the Approval Workflow:
	+ Type in name of Graduate Chair, Department Chair, Dean/Director, and for Affiliate Graduate Faculty only, Human Resources:
		- Select their name as it appears in the list
		- If a designee is necessary, please note reason for the designee in the Comments box above
	+ The approver at each step in the Approval Workflow will receive a notification email when it is their turn to review and approve.
	+ If a situation arises and assistance from Graduate Division is necessary
		- Please email: graddiv@hawaii.edu

Submission and Notification:

* Click Submit when the form is complete and CV is attached.
	+ For *Affiliate Graduate Faculty Only*:
		- Initiate request for non-comp PNF if not yet done.
* Submitter will receive a notification email upon submission and after each approval step.

Approval Actions:

* Each approver in the workflow will receive a notification email when the form is ready for their review and approval. A link to access the form is included in the email.
* If approving and off campus, the UH VPN is required to access the form.
* Click on Begin Review in the Notification message to review the form
* When ready to approve, click Approve (a comment is not required)
* If necessary, the form can be Saved and action taken later
* If a form is Denied, the workflow stops. A Comment is required and a notification that the nomination was denied is sent to the Submitter. The comment can be seen in Status view
* If the Send Back option is selected, the form can be sent back to anyone in the approval workflow, including the Submitter

For Affiliate Graduate Faculty Nominations/Renewals Only:

* An acknowledgement notification email is sent to the designated HR person for their information and a copy of the nomination form prior to Graduate Division approval. A request for a non-comp PNF should have been sent to HR from the unit submitting the nomination form

Everyone in the approval workflow, including HR, will receive a notification email with an attachment of the approved Graduate Faculty nomination form. This email will be sent by the Kuali Build system after approval of the nomination by Graduate Division.