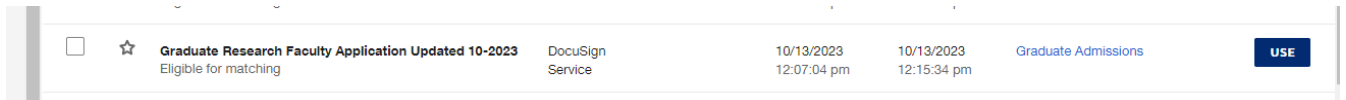


## Instructions for Submitting Graduate Research Faculty Application

Department chairs must submit the *Graduate Research Faculty Application Updated 10-2023*. The form is in DocuSign (go to <https://www.uttler.edu/faculty-staff/>.) and can be logged into using a UT Tyler email.



After signing into DocuSign, choose 'Templates' at the top of the screen and select 'All Templates' on the left side of the screen. Search for *Graduate Research Faculty Application Updated 10-2023* and click 'Use' on the right side of the screen.



The department chair will add recipients (Department Chair, Dean of College/School, Graduate School Dean or Designee).

### Add recipients

1

Department Chair NEEDS TO SIGN

Name \*

Delivery \*

Email  SMS

Email \*

+1 Phone number

Private message added

2

Dean of College/School NEEDS TO SIGN

Name \*

Delivery \*

Email  SMS

Email \*

+1 Phone number

3

Graduate School Dean or Designee NEEDS TO SIGN

Name \*

Delivery \*

Email  SMS

Email \*

+1 Phone number

After including the names, hit send (bottom right side of screen). The department chair can fill in their information immediately or choose to have an email (it will be sent to the Department Chair Email listed as first recipient) sent where they can later access and fill out the form. 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.

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