

Instructions for nominating individuals to the graduate and affiliate graduate faculty

The major steps in the nomination/approval DocuSign process are

1. The student's graduate program director initiates a nomination form using these instructions
2. The form is routed via DocuSign to the Associate Dean for Grad Ed in SOM for review/approval
3. The form is routed via DocuSign to the Graduate School for final review/approval
4. The nominee is notified of the outcome by the Graduate School

If approved at all steps, the nominated individual is appointed to either the GRADUATE FACULTY or the AFFILIATE GRADUATE FACULTY held by the VCU Graduate School. Both levels of appointment are university-wide.

Individuals appointed to the GRADUATE FACULTY can serve as advisors of MS and PHD students, and can also serve on graduate advisory committees of MS and PHD students. These appointments are typically suitable for VCU tenure-stream faculty members with the appropriate training and experience required to advise MS and PHD students. These appointments are typically for extended periods of time and can last for up to the duration of the faculty member's employment at VCU.

Individuals appointed to the AFFILIATE GRADUATE FACULTY can serve on graduate advisory committees for MS and PHD students, but cannot serve as advisors for MS and PHD students. These appointments are typically suitable for VCU term faculty members, VCU clinical faculty members, or individuals outside of VCU with the expertise and experience required to serve on advisory committees for MS and PHD students. These appointments are for fixed amounts of time (see form).

The above are general guidelines and therefore nominations/appointments of individuals to the GRADUATE FACULTY or the AFFILIATE GRADUATE FACULTY are made on a case-by-case basis.

A student must propose their graduate advisory committee or work with their program director to propose a change in permanent advisor within GradTrak in addition to and in parallel with the process described here.

Specific instructions for nominations proceeding through the School of Medicine.

1. Graduate program directors go to this [link](#)
 - a. Input the information as shown here and click 'BEGIN SIGNING'

Signer Information
Requesting graduate/affiliate graduate faculty appointments. Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Instructions on how to use this form are provided here: <https://graduate.vcu.edu/facstaff/forms.html>. If you have questions, contact gradschool@vcu.edu.

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

Requestor

Your Name: *

Your Email: *

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

School/College Dean/Designee - REQUIRED


Name:

Email:

BEGIN SIGNING

- b. Complete the form on the subsequent page in their browser
 - i. input all requested/indicated information as shown in the screenshot below
 - ii. under 'Type of Appointment', select either GRADUATE FACULTY or AFFILIATE GRADUATE FACULTY per the guidance at the top of these instructions, and include term of appointment information for affiliate graduate faculty requests (typically for committee only, dates can be approximate)
- c. Attach CV of nominee

DocuSign Envelope ID: 7D6C4E00-77FB-48B0-B909-2266C9D0A377



Graduate/Affiliate Faculty Appointment Request Form

Name of Faculty Appointee:

Faculty Appointee's Email:

Type of Appointment:

Graduate Faculty

Affiliate Graduate Faculty

Term of Appointment (For Affiliate Graduate Faculty Only):

3 years 5 years Committee Only

Begin Date: End Date:

Requesting School/College:

Requesting Department/Program:

Rank (professor, instructor, research, clinical, etc.):

Reason for appointment (dissertation committee, research, etc.):

***If appointment is for a thesis/dissertation committee, the following information is required:**

On behalf of (Student's Name):


Student's V#:


Student's Program:


Faculty Appointee's Current Institution:

Faculty Appointee's Highest Degree Earned (MS, PhD, etc.):

Upload Required Documents (CV, departmental forms, etc.):


Optional


Optional


Optional

Approved: _____ Denied: _____

School/College Dean's Signature: _____ Date: _____

Approved: _____ Denied: _____

Graduate School Dean's Signature: _____ Date: _____

FINISH

Graduate or Affiliate Faculty Request Form.docx 1 of 1

- d. Click 'FINISH'