

Instructions: Applying for Graduate Faculty Membership

The steps for applying for membership to Graduate Faculty are:

1. Log into MyCSU
2. From the home screen, use the Quick Links to go into Banner SIS.
3. At the top of the page, select the Faculty Services tab. The Faculty & Advisors Menu will come up.
4. Select the link (near the bottom) that says Graduate Faculty Application.
5. The application should be pre-populated with your ID# and name. Instructions are provided on the application. It will help to read them carefully. Make sure the year selected is accurate. Read the instructions carefully and provide all the necessary information. Select "Submit".
6. After submitting the application, it will automatically be moved into Banner workflow.
7. You will be notified by email in a few minutes and provided a link to Banner workflow so that you can attach your vita and possibly other documents. **Follow carefully the instructions (especially for naming the attachments).**

Please ensure that your vita is current. It is especially helpful if information relevant to the last five years of your work has been highlighted.

Other items may be helpful as well. A faculty member teaching a course in a field in which he/she does not have a terminal degree might submit a transcript showing that there are at least 18 graduate hours related to the course. Someone who needs licensure to practice might submit a copy showing that the certification is current. Faculty who have had an article accepted for publication should attach the letter or email from the publisher.

8. After attaching the documents and submitting the application, it will be sent forward to the department chair.
9. It is possible that at some point during the process, a department chair, dean, or the Graduate Council will return the application to you for additional information. If so, information will be provided on that process. When you complete it, the application will again proceed through workflow.