

Instructions for Department Chairs

1. Department Chairs will be notified via email when there are items in workflow to be reviewed.
2. Click on the link provided in the email; it will take you directly to your worklist in Banner Workflow.
3. Select items in the workflow that are labeled “Graduate Faculty App” followed by the name of the faculty member.
4. Review for accuracy and completeness information provided by the faculty member, including the vita. Especially for faculty teaching a course without having a terminal degree in the field, providing justification for the specific course is necessary. Is there substantial work experience, 18 hours of graduate credit related to the course, or active scholarship?
5. A section of the document is labeled “Department Chair’s Recommendation.” You may select, based on the [Qualifications for Graduate Faculty Membership](#), to recommend the individual for Full, Associate, or Provisional Graduate Faculty status, **or** you may decide not to recommend the faculty member. A third option is to return the application to the applicant, in which case you should provide comments in the box provided to indicate why the application has been returned.
6. The Department Chair is responsible for providing comments that address the qualifications of the faculty member for graduate level teaching. It is important to address the teaching effectiveness of the faculty member, citing the evidence that exists, e.g., course evaluations averaging 4.0 and above, peer evaluations, or faculty teaching awards. Absent these comments, the application will be returned to you. In addition to your comments on teaching, you may want to address scholarship or work experience that justify teaching at the graduate level.
7. Click on the box marked “Complete” to send the application forward to the Dean.