Instructions to submit online Graduate Faculty Status Form – revised 10/12/2022
We have simplified the form and no longer ask you to list graduate courses you wish to teach.

1) Log into Owl Express
2) To navigate to the Graduate Faculty Status Form
   a. Click on either the
      i. **Faculty Services** tab, or
      ii. **Faculty Services** link under the **Main Menu**
   b. Click on the **Graduate Faculty Status Form** link
   c. May take a few seconds to obtain your information
3) Fill Out Form (some information will be populated for you from Banner and FIS)
   a. Select the **Graduate Status Requested**
      i. Example selecting **Full**

   Graduate Status requested (choose one): ●Full   ○Associate   ○Affiliate

      ii. You must make this selection in order to Submit this Application.
   b. Type in your **Graduate Degree Program**
      i. Example keying in **MS of Computer Science**

   Graduate Degree Program: MS of Computer Science

      ii. You must key in something in order to Submit this Application.
   c. **Section 1: Academic Preparation**
      i. Check your **Academic Degrees** (this is pulled from Faculty Information System (FIS)), if you feel there is an error, please contact gradfac@kennesaw.edu.
      ii. Check your **Graduate Courses Taught** (this is pulled from Banner).
      iii. Add **Publications**
         1. Copy each Publication individually from your electronic copy or type in.
         2. Click on the **Add** button to save each publication.
         3. If you mistyped or need to Remove a previously added publication, just click the **Remove** button beside the publication you want to remove.
         4. You must at least Add 1 Publication in order to Submit this Application.
      iv. Add **Presentations**
         1. Copy each Presentation individually from your electronic copy or type in.
         2. Click on the **Add** button to save each presentation.
         3. If you mistyped or need to Remove a previously added presentation, just click the **Remove** button beside the presentation you want to remove.
         4. You must at least Add 1 Presentation in order to Submit this Application.
   d. **Section 2: Graduate Faculty Responsibilities**
      i. **CHOOSE GFS RESPONSIBILITIES**
         1. You have the option of checking any or all 4 Graduate Faculty Responsibilities selections. The first three are self-explanatory: **Request to Teach Graduate Course(s), Request to Supervise a Graduate Student,** and **Request to Serve on a Thesis and/or Dissertation Committee**. If you click the fourth option, **Other**, you must enter that Instruction in the text box supplied.
   e. **Section 3: Submit for Department Chair Approval**
      i. To submit your Application, you click on the **Submit for Chair Approval** button at the bottom of the form.

ii. Note: the system will not allow you to Submit, if you are missing
1. Graduate Status selection
2. Graduate Degree Program
3. At least 1 Publication
4. At least 1 Presentation
iii. Upon Submitting, the system will attempt to find your Department Chair or Dean in the FIS system. There are several reasons the system cannot determine a Department Chair of Dean.
1. Multiple Department Chairs
2. No Department Chair and No Dean (Associate Deans, etc. are not included)
iv. If no valid Department Chair or Dean found, then your application is sent to the Graduate Faculty admin to Assign a Department Chair Approver. Otherwise the application is sent to the Department Chair Approver.
4) Note: you are allowed to **Exit** the Form at any time, by clicking on the **X** on the tab that was opened for this form. If you do that, any information **Added** to the form will be saved and upon re-entry of the form, that data will be re-displayed. The only information that will not be saved and not re-displayed will be
   a. A **Publication** that was entered, but the **Add** button was not clicked.
   b. A **Presentation** that was entered, but the **Add** button was not clicked.
   c. And note, you will have to come back into the form and Submit.
5) Once you have Submitted the form, a confirmation screen will appear, letting you know who your application will be sent to.
6) As that screen says, you can close that tab after reading.
7) If you attempt to re-enter the form after Submission, a message will appear letting you know that your Application is in the Approval Process and who you should contact if you have any questions. You cannot modify your form once Submitted.
8) The form can be **Returned** to you by the Department Chair for a reason of their choice. At that time, you will be allowed to re-enter the form, make whatever adjustments that are needed, and re-submit the form.
9) Once your application form has been approved by your Department Chair, the application is then sent to gradfac@kennesaw.edu, where there will be a committee that will review your request. You will be informed of their decision.