

# Request for Graduate Faculty Appointment/Reappointment

**Any faculty member whose duties include teaching graduate level courses, thesis/dissertation supervision, graduate examining committee service, or research supervision of students on this campus must be appointed to the Graduate Faculty of the University of Colorado Boulder.**

- Regular graduate faculty appointments may be given to full-time tenure/tenure track faculty members of CU Boulder for a maximum of seven years.
- Special graduate faculty appointments are given to those individuals who are not full time members of CU Boulder faculty or do not meet the criteria outlined for regular membership, for a maximum of three years.

**The landing page includes helpful Instructions, please review before initiating the form.**

## Instructions

- On the landing page below, please select “appointment” (newly requested GFA) or “reappointment” (a previous GFA was approved), your program name, whether “regular” or “special” appointment is being requested, and then the corresponding faculty title from the drop down boxes. Select terms for the appointment to begin and end based upon the limits above.
- On the next page, the Graduate Program Assistant or staff member should include their name and e-mail, the name and e-mail of the department chair, and the name of the individual for whom a Graduate Faculty Appointment is being requested.
- Once directed to the form, you will see specific information depending upon whether the request is for a regular or special appointment. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School, so all duties requested for the individual should be included in the box. Duties do not need to be requested for a regular member.
- For either type of appointment, please attach a current updated vita by clicking the attachments box. Due to HLC guidelines, if the individual does not hold the terminal degree in the field, you must attach a second document. This should include relevant general information about the program and should explain the ways in which equivalent experience has been established for this individual. This must be included even if the individual has previously held a graduate faculty appointment.
- Clicking “finish” will initiate the workflow process and the form will be sent to the department chair and then the Graduate School for review and approval. After the appointment is approved, you will receive a notification, along with a signed pdf version of the appointment. It is recommended that you download and electronically and securely save completed appointments for your records.

Please complete the following information:

**Appointment Type \***

Appointment ▼

**Program Name \***

Anthropology ▼

**Member Type \***

Regular ▼

**Rank/Faulty or Research Title \***

Professor ▼

**Appointment Begin Semester \***

Fall ▼

**Appointment Begin Year \***

2022 ▼

**Appointment End Semester \***

Fall ▼

**Appointment End Year**

2027 ▼

Next

Click “next” to be directed to the next page, where you will include your information as initiator, your department chair’s information, and the name of the individual for whom you are requesting a GFA.

# Graduate Faculty Appointment Request

## Department Staff

Name (First and Last) \*

Ralphie Buffalo

Colorado.edu Email \*

## Department Chair

Name (First and Last) \*

Department Chair

Colorado.edu Email \*

## Individual Requested for Membership

First Name \*

Graduate

Last Name \*

Faculty |

Previous

Continue

Click "continue."

You will be asked to verify the information entered and press “next”.

## Graduate Faculty Appointment Request

Please verify the following information is correct:

**Appointment Type:** New Appointment

**Graduate Program Assistant Information:** Ralphie Buffalo - [ginny.mcnellis@colorado.edu](mailto:ginny.mcnellis@colorado.edu)

**Department Chair Information:** Department Chair - [ginny.mcnellis@colorado.edu](mailto:ginny.mcnellis@colorado.edu)

**Faculty Member Name:** Graduate Faculty

**NEXT**




Once directed to the form, you will see specific information depending upon whether the request is for a regular member or a special member.

**Form example: Request for Regular Appointment**

Requests for regular Graduate Faculty membership may be made for tenured and tenure-track faculty. A regular member may teach graduate level courses, serve on committees, serve as chair of committees, and serve as outside member for committees of students in other units. Thus, it is not necessary to list duties for regular members in the GFA request- please leave the box empty.

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 **Graduate School**  
UNIVERSITY OF COLORADO **BOULDER**

**Appointment to Graduate Faculty**

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Last Name Faculty First Name Graduate

Department/Program Anthropology

Member Type Regular

Appointment  Reappointment Rank/Faculty or Research Title Professor

Appointment Begin (Semester/Year): Fall 2022

Appointment End (Semester/Year): Fall 2027

*Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.*

Requests for regular Graduate Faculty membership may be made for tenured and tenure-track faculty. A regular member may teach graduate level courses, serve on committees, serve as chair of committees, and serve as outside member for committees of students in other units. It is not necessary to list duties for regular members below.

List duties (Special appointments only)

Please attach a current, updated vita to all appointment/reappointment requests. 

**Form example: Request for Special Appointment**

Requests for special Graduate Faculty membership may be made for individuals who are not tenured or tenure-track faculty. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. Special members are not allowed to serve as chair or outside members of committees unless specifically requested and approved through this form. Please list all of the specific requested duties for this member below.

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**Graduate School**  
UNIVERSITY OF COLORADO BOULDER

**Appointment to Graduate Faculty**

Last Name Member First Name Special

Department/Program Anthropology

Member Type Special

Appointment  Reappointment Rank/Faculty or Research Title Instructor

Appointment Begin (Semester/Year): Fall 2022

Appointment End (Semester/Year): Fall 2025

*Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.*

Requests for **special** Graduate Faculty membership may be made for individuals who are not tenured or tenure-track faculty. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. Special members are not allowed to serve as chair or **outside members of committees** unless **specifically requested and approved through this form. Please list all of the specific requested duties for this member below.**

Optional

List duties (Special appointments only) Teach graduate level courses, serve on committees

Please attach a current, updated vita to all appointment/reappointment requests.







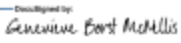
For both types of appointments, please attach a current updated vita by clicking the attachments box. Due to HLC guidelines, if the individual does not hold the terminal degree in the field, you must attach a second document. This should include relevant general information about the program and should explain the ways in which equivalent experience has been established for this individual. This must be included even if the individual has previously held a graduate faculty appointment.

Clicking “finish” will initiate the workflow process and the form will be sent to the department chair and then the Graduate School for review and approval. After the appointment is approved, you will receive a notification, along with a signed pdf version of the appointment. It is recommended that you download and electronically and securely save completed appointments for your records.

\*Note that the docusign process does not allow for appointment requests to be modified once submitted. If additional information or attachments are needed, the appointment request will need to be initiated anew. Thus, it is essential to ensure that all information is complete and that all attachments are included.

See the [Graduate School](#) website for more information on faculty appointment types and detailed instructions.


## Example of completed form: Regular appointment

	<b>Graduate School</b> UNIVERSITY OF COLORADO BOULDER	Appointment to Graduate Faculty
<hr/>		
Last Name	<u>Faculty</u>	First Name <u>Graduate</u>
Department/Program	<u>Anthropology</u>	
Member Type	<u>Regular</u>	
<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Reappointment	Rank/Faculty or Research Title <u>Professor</u>
Appointment Begin (Semester/Year):	<u>Fall 2022</u>	
Appointment End (Semester/Year):	<u>Fall 2027</u>	
<i>Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.</i>		
Requests for regular Graduate Faculty membership may be made for tenured and tenure-track faculty. A regular member may teach graduate level courses, serve on committees, serve as chair of committees, and serve as outside member for committees of students in other units. It is not necessary to list duties for regular members <a href="#">below</a> .		
List duties (Special appointments only)		
Please attach a current, updated vita to all appointment/reappointment requests 		
Due to HLC guidelines, if the individual named above does not hold the terminal degree in the field, please attach a second document. This memo should give relevant general information about the program, and should also clearly explain the ways in which equivalent experience has been established for this individual.		
Graduate Department Chair	<small>Digitized by</small>  <small>UNIVERSITY OF COLORADO BOULDER</small>	Date <u>2/18/2022</u>
Graduate School Review	<small>OR</small> 	Date <u>2/18/2022</u>
Graduate School Dean	<small>Digitized by</small>  <small>UNIVERSITY OF COLORADO BOULDER</small>	Date <u>2/18/2022</u>



## Example of completed form: Special appointment

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 Graduate School  
UNIVERSITY OF COLORADO BOULDER

Appointment to Graduate Faculty

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Last Name Member First Name Special

Department/Program Anthropology

Member Type Special

Appointment  Reappointment Rank/Faculty or Research Title Instructor


Appointment Begin (Semester/Year): Fall 2022

Appointment End (Semester/Year): Fall 2025


*Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.*


Requests for special Graduate Faculty membership may be made for individuals who are not tenured or tenure-track faculty. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. Special members are not allowed to serve as chair or outside members of committees unless specifically requested and approved through this form. Please list all of the specific requested duties for this member below.

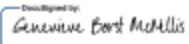
List duties (Special appointments only) Teach graduate level courses, serve on committees

Please attach a current, updated vita to all appointment/reappointment requests 

Due to HLC guidelines, if the individual named above does not hold the terminal degree in the field, please attach a second document. This memo should give relevant general information about the program, and should also clearly explain the ways in which equivalent experience has been established for this individual.

Graduate Department Chair  Date 2/18/2022

Graduate School Review  Date 2/18/2022

Graduate School Dean  Date 2/18/2022

# Request for Amendment to Graduate Faculty Appointment

Programs may request to amend the duties of an approved and current Graduate Faculty Appointment with the approval of the department chair. To change the appointment type or the end date (to extend an appointment), a new Graduate Faculty Appointment request should be made.

The landing page includes helpful Instructions, please review before initiating the form.

## Instructions

- On the landing page below, select your program and the faculty rank or title from the previously approved GFA.
- The Graduate Program Assistant or staff member should include their name and e-mail, the name and e-mail of the department chair, and the name of the individual for whom a Graduate Faculty Appointment is being requested.
- On the form, please include both the originally approved and new duties being requested in the box. (Include *all* duties for the individual.)
- Please attach a current updated vita by clicking the attachments box. Due to HLC guidelines, if the individual does not hold the terminal degree in the field, you must attach a second document. This should include relevant general information about the program and should explain the ways in which equivalent experience has been established for this individual. This must be included even if the individual has previously held a graduate faculty appointment.

Please complete the following information:

Program \*

Anthropology

Rank/Faulty or Research Title \*

Committee Member

### Department Staff

Name (First and Last) \*

Ralphie Buffalo

Colorado.edu Email \*

ralphie.buffalo@colorado.edu

### Department Chair

Name (First and Last) \*

Department Chair

Colorado.edu Email \*

### Faculty Information

First Name \*

Committee Member

Last Name \*

Submit

After pressing “submit,” you will be directed to the form. Please add both the originally approved and new duties being requested. *(The box should include all duties for the individual.)* The type of appointment and end date can't be changed with an amendment form, so those fields are not included.



Last Name Member First Name Committee

Department/Program Anthropology

Rank/Faculty or Research Title Committee Member

Please include both the originally approved and new duties being requested. The box should include all duties requested for the individual. Type and length of appointment will remain as **Required** approved.

Serve as member on committees. Serve as outside member for Jane Doe.

Please attach a current, updated vita to all amendment requests.



Due to HLC guidelines, if the individual named above does not hold the terminal degree in the field, please attach a second document. This memo should give relevant general information about the program, and should also clearly explain the ways in which equivalent experience has been established for this individual.

Clicking “finish” will initiate the workflow process and the form will be sent to the department chair and then the Graduate School for review and approval. After the appointment is approved, you will receive a notification, along with a signed pdf version of the appointment. It is recommended that you download and electronically and securely save completed appointments for your records.

See the [Graduate School](#) website for more information on faculty appointment types and detailed instructions.

## Example of completed form: Amendment

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Graduate School  
UNIVERSITY OF COLORADO BOULDER

Amendment to Graduate Faculty Appointment

Last Name Member First Name Committee

Department/Program Anthropology

Rank/Faculty or Research Title Committee Member

Please include both the originally approved and new duties being requested. The box should include all duties requested for the individual. Type and length of appointment will remain as originally approved.

Serve as member on committees. Serve as outside member for Jane Doe.

Please attach a current, updated vita to all amendment requests.



Due to HLC guidelines, if the individual named above does not hold the terminal degree in the field, please attach a second document. This memo should give relevant general information about the program, and should also clearly explain the ways in which equivalent experience has been established for this individual.

Graduate Department Chair  Date 2/18/2022

Graduate School Review  Date 2/18/2022