

Graduate Faculty Appointment Requests

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.

Instructions

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 select “regular” or “special”, 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. A special appointment must have specific duties listed.

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.

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

To request a GFA, a department/program staff member should initiate the process on the Graduate School website. The following information will be necessary on the landing page:

Please Complete the Following Information:

Department Staff

Name (First and Last) *

Chip Buffalo

Colorado.edu Email *

chip.buffalo@colorado.edu

Department Chair

Name (First and Last) *

Buffalo Chair

Colorado.edu Email *

buffalo.chair@colorado.edu

Individual being recommended for Graduate Faculty Membership

First Name *

Ralphie

Last Name *

Buffalo

Program Name *

Aerospace Engineering Sciences ▼

Submit

Clicking "submit" will bring the initiator to the form, where name and program will populate:

Last Name Buffalo First Name Ralphie

Department/Program Aerospace Engineering Sciences

Member Type -- select --


Appointment Reappointment Rank/Faculty or Research Title _____

Appointment Begin (Semester/Year): -- select -- 20

Appointment End (Semester/Year): -- select -- 20

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.

Only tenured and tenure-track faculty may hold a regular appointment. Special membership normally includes restrictions, and such members are not allowed to serve as chair or outside members of committees unless specifically requested. Please list duties for special members below.

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 _____

The type of appointment must be selected from a drop down list, either regular (tenure/tenure track faculty) or special (non-tenure track faculty), and a corresponding list of potential titles will populate for drop down selection. The title should correspond to the individual's service at CU; non-faculty members serving on committees will have the title "committee member."

Select also whether this is a new appointment or a reappointment, and the begin and end terms from the drop down boxes. Recall the 3 and 7 year maximum terms mentioned above. When a regular appointment is selected, specific duties need not be included and the box below will not be fillable. When a special appointment is selected, specific duties need to be included, such as "serve on committees" or "teach courses." The box below is a required field for special appointments.

Last Name Buffalo First Name Ralphie

Department/Program Aerospace Engineering Sciences

Member Type Special

Appointment Reappointment Rank/Faculty or Research Title Committee Member

Appointment Begin (Semester/Year): FALL 2019

Appointment End (Semester/Year): FALL 2022

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.

Only tenured and tenure-track faculty may hold a regular appointment. Special membership normally includes restrictions, and such members are not allowed to serve as chair or outside members of committees unless specifically requested. Please list duties for special members

Required

Teach courses and 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 _____

Click the attach icon to attach a current CV from the individual. Note that multiple items can be attached. Per Higher Learning Commission requirements, if the individual does not have a terminal degree in the field, you must also attach a memo or letter explaining the equivalent qualifications and experience.

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.

Amendment to Graduate Faculty Appointment Requests

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.

Instructions

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 select the Faculty rank or title from the previously approved GFA and include both the originally approved and new duties being requested. (The box should 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.

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

Please complete the following information:

Department Staff

Name (First and Last) *

Chip Buffalo

Colorado.edu Email *

chip.buffalo@colorado.edu

Department Chair

Name (First and Last) *

Buffalo Chair

Colorado.edu Email *

buffalo.chair@colorado.edu

Individual being recommended for Graduate Faculty Membership

First Name *

Ralphie

Last Name *

Buffalo

Program *

Aerospace Engineering Sciences ▼

Submit

Clicking “submit” will bring the initiator to the form:

You should select the individual’s title as in the initial request, but the type of appointment and end date can’t be changed with an amendment form, so are unnecessary. In the box, explain the change in duties you are requesting for this individual.


Last Name Buffalo First Name Ralphie

Department/Program Aerospace Engineering Sciences

Rank/Faculty or Research Title Committee Member

Please explain the change in duties being requested. Type and length of appointment will **Required**s originally approved.

May also teach courses.]

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 _____

Graduate School Review _____ Date _____

You should again 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, even if this was submitted for the initial request. 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.