

Faculty Responsibilities: Graduate Application Review

1. Check your queue at least weekly to review new files. You will receive regular emails notifying you that you still have applications to review. You can also check your queue by following this link:
<https://grad.apply.colorado.edu/manage/reader/?r=%2fmanage%2freader&b=1e848ebd-e29a-4390-8120-4993b385ed73&tab=queue>
2. Each application must be reviewed by **two faculty members** for legal reasons. This can be done several ways:
 - a. Two faculty members enter separate reviews in Slate. OR,
 - b. One faculty member is designated as the delegate and enters reviews for multiple people (This must be communicated to the Grad Studies Office in advance). OR,
 - c. One faculty member enters a review in Slate and one faculty member emails the graduate office with their review.

Before a deny OR admit decision can be released, we MUST have two reviews on file!
3. Do not tell a student they are admitted before they receive an official letter! When in doubt, check the tracking spreadsheets or email the graduate office. You can use the language “You have been recommended for admission” when you are communicating with someone you have indicated you’d like to admit.