Instructions to submit online Graduate Faculty Status Form – You must be requesting to teach courses to use this.

(If you are only requesting to supervise a graduate student and/or serve on thesis and/or dissertation committee, please complete the Graduate Faculty Appointment form on our website.)

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
      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
      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: Proposed Courses
      i. TEACHING GRADUATE COURSES
         1. Click on the Select One box under Course Prefix and Number and either
            a. Scroll down until you find the Course you are requesting to teach.
b. Or key in the beginning of the Course Prefix, ex STAT, and you will be taken to the beginning of the STAT courses.

2. Once you select a Course, the system will automatically display the Course Name and whether your Terminal Degree correlates to this Course.

3. To add the course to your list of requested courses, you must click the Add button.

4. If the course you are adding does NOT correlate to your Terminal Degree, your Department Chair will be required to fill out Justifications for this course during the Approval process. Click the OK button to verify you understand. The system will also add a row for Justification for your Department Chair to complete during the approval process.

5. If you decide you do not want to Request a Course, just click the Remove button beside that course.

6. You must at least Add 1 Teaching Course in order to Submit this Application.

ii. OTHER GRADUATE INSTRUCTION

1. You have the option of checking 3 Other Graduate Instructions selections. The first two Request to Supervise a Graduate Student and Request to Serve on a Thesis and/or Dissertation Committee are self-explanatory. If you click the third option, Other, you must enter that Instruction in the text box supplied.

2. You do not have to have any of these selected in order to Submit this form.

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
5. At least 1 Requested Teaching Course

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. A Requested Course that was selected, but the Add button was not clicked.

d. 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.