

DocuSign Graduate Faculty Appointment Instructions

There are two methods for accessing the Graduate Faculty Appointment forms: the PowerForm method (does not allow you to track your own submissions), and the Template method (allows you to track your own submissions). In either case you'll need to gather all applicant information so that you can fill out the form, including the Applicant's CV and the Program Director's justification for the appointment.

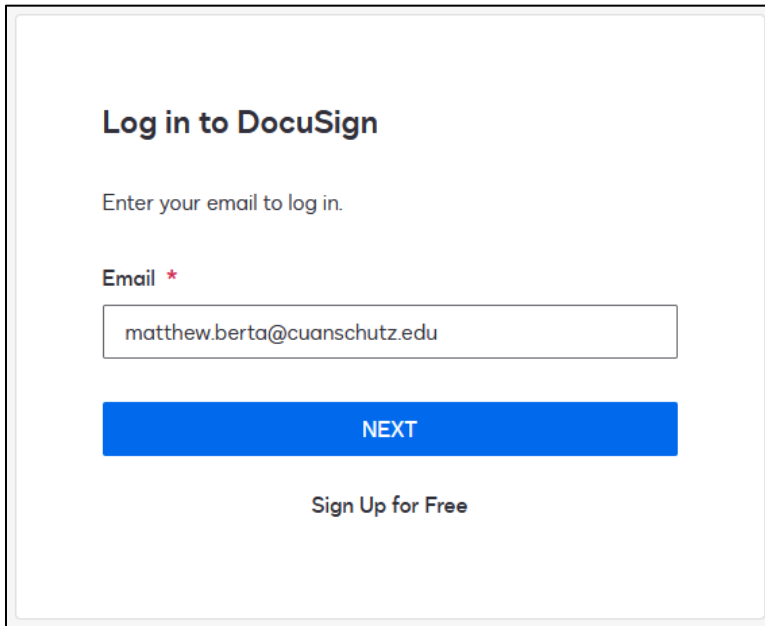
Choose one of the following methods for initiating an application, and then scroll down for instructions on completing the form.

1. Start a GFA application via a DocuSign PowerForm.
 - a. Visit the [Graduate School Resources page](#) and click on the Regular or Special version of the Graduate Faculty Appointment Application.
 - b. Fill in your name and email address as the Program Administrator and enter the names and email addresses for the Applicant and Program Director. The names and email addresses listed here will be used on the form, so make sure to enter them accurately.

The screenshot shows a web form titled "PowerForm Signer Information". Below the title, there is a paragraph: "Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process." The form is divided into three sections: "Program Administrator", "Applicant", and "Graduate Program Director". Each section has a "Name:" label followed by a text input field labeled "Full Name", and an "Email:" label followed by a text input field labeled "Email Address". At the bottom of the form, there is a yellow button labeled "BEGIN SIGNING".

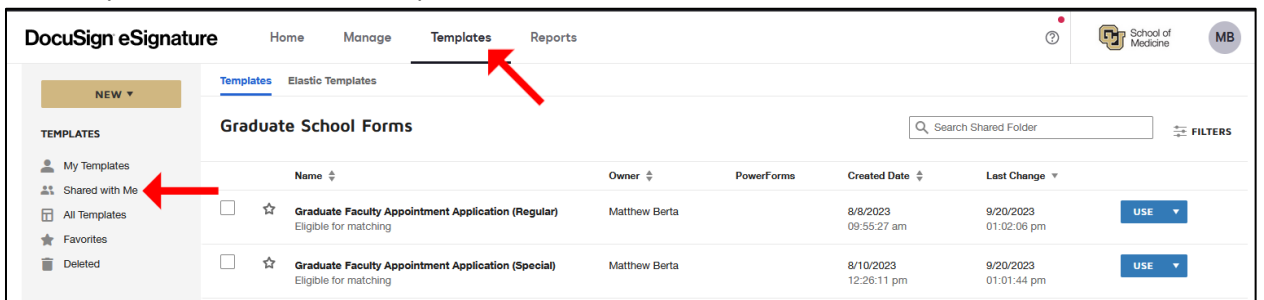
- c. Click Begin Signing when ready, and you'll be prompted to complete the form.
2. Start a GFA application via a DocuSign Template.
 - a. If you don't already have a DocuSign account, please contact OIT (ucd-oit-helpdesk@cuanschultz.edu) and request Power User access to DocuSign.

- b. After your DocuSign account has been set up, log in at: <https://account.docusign.com/oauth/auth>



The image shows the DocuSign login page. At the top, it says "Log in to DocuSign". Below that, it prompts the user to "Enter your email to log in." There is a text input field containing the email address "matthew.bera@cuanschut.edu". Below the input field is a large blue button labeled "NEXT". At the bottom of the page, there is a link that says "Sign Up for Free".

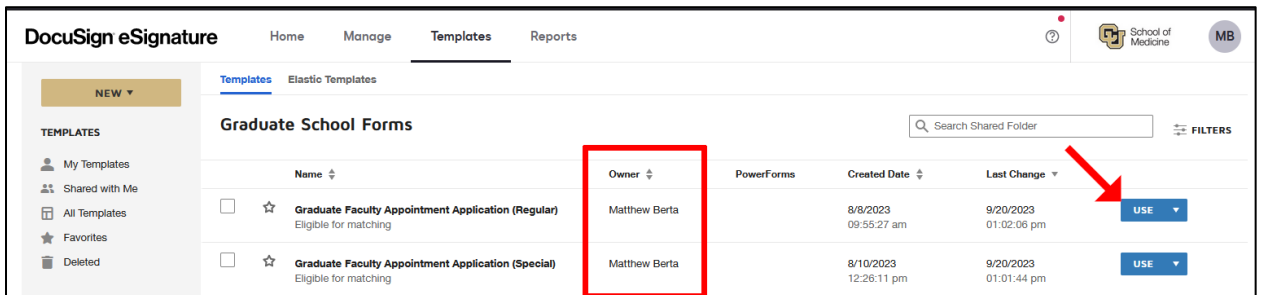
- c. Navigate to the Templates tab --> Shared with Me where you will see the GFA forms shared by Matthew Berta. If you do not see the forms, please contact matthew.bera@cuanschut.edu.



The image shows the DocuSign eSignature interface. The "Templates" tab is selected in the top navigation bar. On the left sidebar, the "Shared with Me" option is highlighted with a red arrow. The main content area displays a table of "Graduate School Forms". The table has columns for Name, Owner, PowerForms, Created Date, and Last Change. Two forms are listed, both owned by Matthew Berta. A red arrow points to the "Templates" tab in the top navigation bar.

Name	Owner	PowerForms	Created Date	Last Change
Graduate Faculty Appointment Application (Regular) Eligible for matching	Matthew Berta		8/8/2023 09:55:27 am	9/20/2023 01:02:06 pm
Graduate Faculty Appointment Application (Special) Eligible for matching	Matthew Berta		8/10/2023 12:26:11 pm	9/20/2023 01:01:44 pm

- d. Click the Use button next to the appropriate form.



The image shows the DocuSign eSignature interface, similar to the previous screenshot. In this view, the "Owner" column of the table is highlighted with a red box. A red arrow points to the "USE" button next to the first form in the table.

Name	Owner	PowerForms	Created Date	Last Change
Graduate Faculty Appointment Application (Regular) Eligible for matching	Matthew Berta		8/8/2023 09:55:27 am	9/20/2023 01:02:06 pm
Graduate Faculty Appointment Application (Special) Eligible for matching	Matthew Berta		8/10/2023 12:26:11 pm	9/20/2023 01:01:44 pm


- e. Fill in your name and email address as the Program Administrator and enter the names and email addresses for the Applicant and Program Director. The names and email addresses listed here will be used on the form, so make sure to enter them accurately. Click Send when ready.

Instructions for completing the Graduate Faculty Appointment form:

1. If you are prompted to Sign Now or Sign Later, choose Sign Now.
2. If you receive a Terms of Service prompt or other prompt, please accept and continue to the form.


- Complete all form fields, including the required attachments. The attachments will be appended to the form starting on page 3. Please note that the Applicant Name and Applicant Email Address will be blank when you fill out the form – these fields will automatically populate when the Applicant signs the form.

DocuSign Envelope ID: DB8551BC-2BAC-477B-8AF7-80BD2050AED2

 **Graduate School**
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Regular Graduate Faculty Application

Use this form to apply for a new Regular Graduate Faculty appointment. Please review the [Graduate Faculty Quick Reference Table](#) and the [Graduate School Policies & Procedures on the website](#) for information about the necessary qualifications and expectations of a Regular Graduate Faculty member.

Faculty Name <input type="text"/>	Academic Rank <input type="text" value="-- select --"/>
Graduate Faculty Appointment Start Date <input type="text"/>	Department of Primary Employment <input type="text"/>
Nominating Graduate Program or Department <input type="text" value="-- select --"/>	Email address <input type="text"/>
Tenured/Tenure-Track/Tenure-Eligible <input type="radio"/> Yes <input type="radio"/> No	Please attach an NIH/NSF biosketch or current CV and a brief description of your graduate education experience.  <small>Optional Optional</small>

As a Graduate Faculty member at the University of Colorado Anschutz Medical Campus, I agree to abide by Graduate School Policies and Procedures and carry out the advising, mentoring and teaching responsibilities specified by the students' graduate programs.

Applicant Signature <input type="text"/>	Date <input type="text"/>
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To be completed by the nominating graduate degree program:

Briefly describe the duties & expectations as well as the relevant qualifications for this candidate.

Does this faculty member have permission to teach as sole instructor for:	Does this faculty member have permission to serve as primary/sole mentor for:												
<table border="0"> <tr> <td>Masters Students</td> <td>Doctoral Students</td> </tr> <tr> <td><input type="radio"/> Yes</td> <td><input type="radio"/> Yes</td> </tr> <tr> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> </table>	Masters Students	Doctoral Students	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<table border="0"> <tr> <td>Masters Students</td> <td>Doctoral Students</td> </tr> <tr> <td><input type="radio"/> Yes</td> <td><input type="radio"/> Yes</td> </tr> <tr> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> </table>	Masters Students	Doctoral Students	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No
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Masters Students	Doctoral Students												
<input type="radio"/> Yes	<input type="radio"/> Yes												
<input type="radio"/> No	<input type="radio"/> No												
Does this faculty member have permission to chair a committee for:	For programs that use "IN" (core faculty) and "OUT" lists, is this faculty "IN"?												
<table border="0"> <tr> <td>Masters Students</td> <td>Doctoral Students</td> </tr> <tr> <td><input type="radio"/> Yes</td> <td><input type="radio"/> Yes</td> </tr> <tr> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> </tr> </table>	Masters Students	Doctoral Students	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No						
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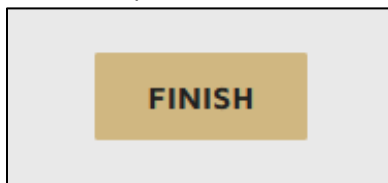
graduate-faculty-appointment-regular.pdf 1 of 2

DocuSign Envelope ID: DB8551BC-2BAC-477B-8AF7-80BD2050AED2

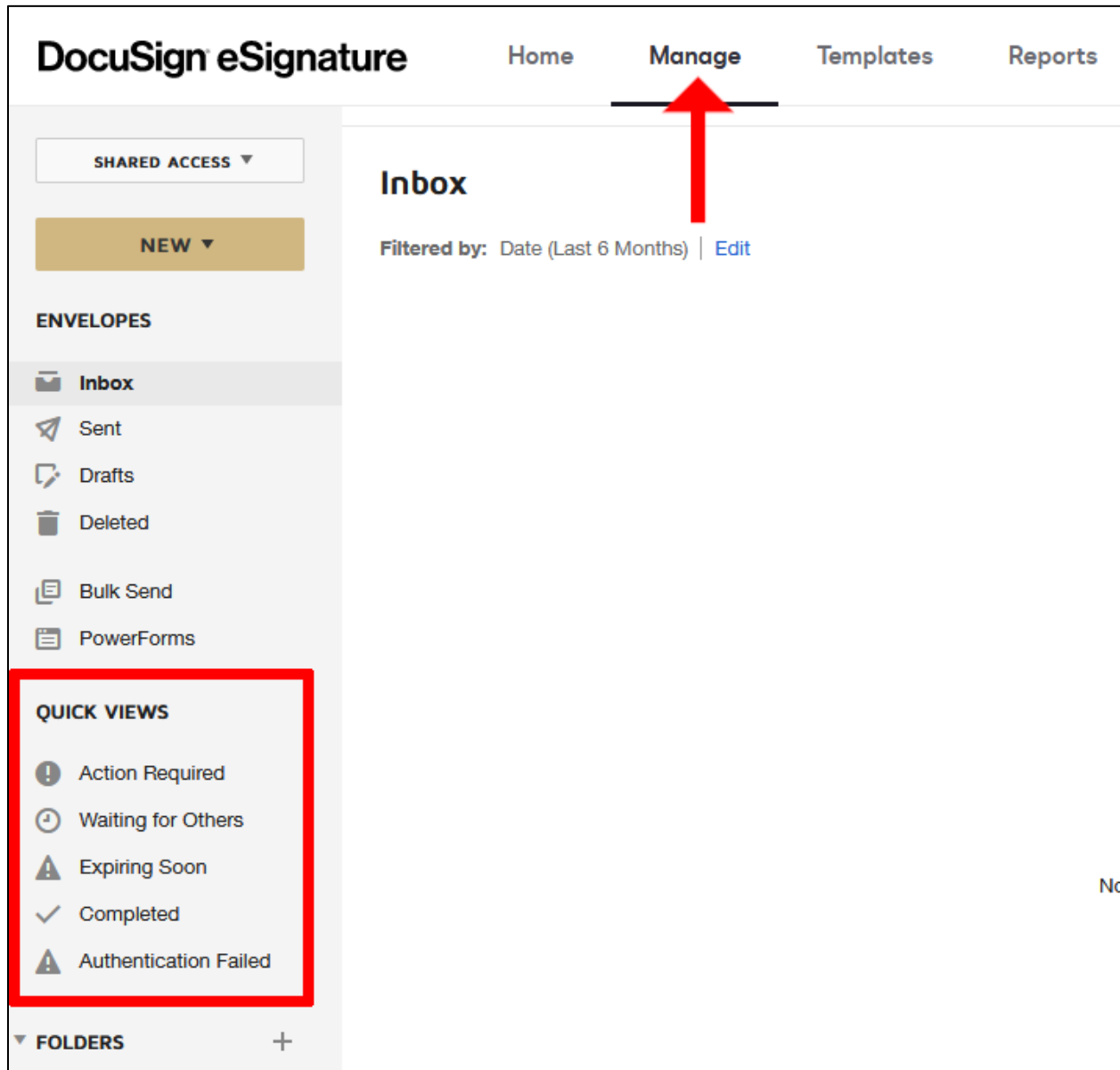
Please attach a letter from the Program Director justifying this appointment.

Optional Optional

Graduate Program Director, Department Chair or College/School Dean Printed Name <input type="text"/>	Graduate Program Director, Department Chair or College/School Dean Signature <input type="text"/>	Date <input type="text"/>
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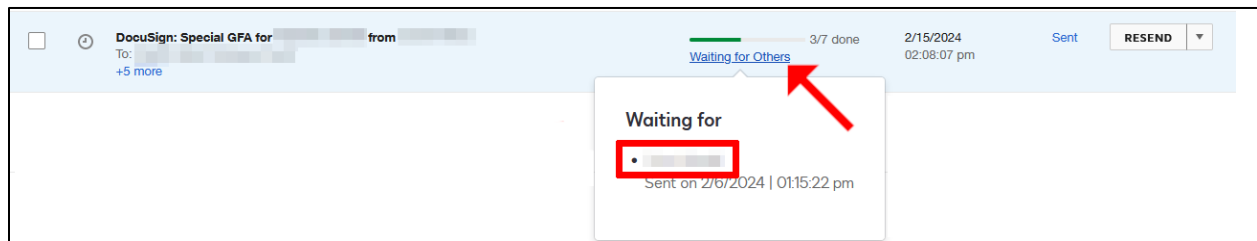
- When complete, click the Finish button at the bottom or the top of the form.



- The form will now be routed to the Applicant for a signature, and after that to the Program Director. Once the Program Director has signed, the form will be routed to the Graduate School for processing. Please note that Applicants and Program Directors do *not* need a DocuSign account to sign the form.
- If you submitted the request via the Template method, you can track the progress of your forms via the Manage tab, where you can see which forms have been completed, and which ones still need attention. The Quick Views links make it easy to find what you're looking for.



- To view where a request is in the process, hover over the Waiting for Others link. This option is only available for requests submitted via the Template method.



- If you have any questions, please contact Matthew Berta at matthew.bertha@cuanschutz.edu.