

## Instructions for filling out Ad Hoc Graduate Faculty Status forms via DocuSign

- This form should be used by individuals who work regularly at BGSU, but are not a full-time instructor or full-time, tenure-track faculty.
- The nominee initiates the form, and then the form routes automatically based on the recipients.

- (1) Go to the Grad College Documents and Forms page: <https://www.bgsu.edu/graduate/documents-and-forms.html>.
- (2) Scroll down to "Graduate Faculty Status Forms" and click "Ad Hoc Appointments."

### GRADUATE FACULTY STATUS FORMS

Grad Faculty Status Criteria

Provisional/Regular Appointments

Ad Hoc Appointments

Adjunct Appointments

- (3) Before initiating the form, the nominee needs to have the following information:
  - a. Their CV
  - b. The name of their department chair/school director
  - c. The name of their line college approver (there is a resource online if you are not sure)
- (4) You will need to sign in with your BGSU user name and password, and then you will come to this initiation page:

#### GRADUATE FACULTY STATUS REQUEST FORM - COURTESY APPOINTMENT (AD HOC)

##### SPECIFY RECIPIENT(S)

Chair of Department / School Director

|       |                      |
|-------|----------------------|
| Name  | <input type="text"/> |
| Email | <input type="text"/> |

Line Dean

|       |                      |
|-------|----------------------|
| Name  | <input type="text"/> |
| Email | <input type="text"/> |

CREATE

- (5) Make sure you put in the correct contacts, or the form could get stuck.
- (6) Please fill out the form, upload your CV, sign the form, and click "finish" at the bottom of the page.

Questions? Issues? Please contact the Graduate College: [gradcol@bgsu.edu](mailto:gradcol@bgsu.edu) or 419-372-2791.