

## Instructions for filling out Adjunct Graduate Faculty Status forms via DocuSign

- This form should be used by individuals who do not work regularly at BGSU.
- The nominee *does not initiate* the form, but rather it should be initiated by the chair of the department / school director, secretary, or graduate coordinator.

(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 "Adjunct Appointments."

### GRADUATE FACULTY STATUS FORMS

Grad Faculty Status Criteria

Provisional/Regular Appointments

Ad Hoc Appointments

Adjunct Appointments

(3) Before initiating the form, the initiator needs to have the following information:

- a. Nominee name and email address (does not have to be a BGSU email)
- b. The name of your line college approver (there is a resource online if you are not sure)
- c. The expected duties of the nominee (ex: serve on a dissertation committee)

(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 COURTESY APPOINTMENT - ADJUNCT

#### SPECIFY RECIPIENT(S)

Nominee

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

Chair of Department / School Director [sign]

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

Line Dean

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

(5) Make sure you put in the correct contacts, or the form could get stuck.

- (6) After the initiator fills out the form, the nominee will receive an email to sign. They should complete the form, upload their CV, sign the form, and click "finish" at the bottom of the page.
- (7) After that, it will route appropriately the chair / director and the line college approver.

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