Instructions for filling out Provisional/Regular Graduate Faculty Status forms via DocuSign

- This form should be used by individuals who are full-time instructors or full-time, tenure-track faculty at BGSU.
- 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 “Provisional/Regular 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:

(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 or 419-372-2791.