

What is eGFA?

This is a process facilitated by a web-based tool for the purpose of nominating and managing requests for Graduate Faculty membership at UNC Charlotte. This online format allows you to submit nominations, upload required documents as well as update and review the status of your existing graduate faculty appointments any time you wish and from any location with Wi-Fi accessibility.

What do I need to use the system?

A desktop or tablet is recommended when accessing the eGFA application. The system is not optimized to work using a smart phone.

What if I need assistance?

eGFA is fully supported by the Graduate School and is backed up daily by One/IT. We will work with you to ensure that you can view, edit and submit your nomination requests. The system was designed using a Google platform, but should still work with Firefox. If you have any technical issues, please contact Michelle Hypki, mlhypki@charlotte.edu (Graduate School).

Contact Information

Michelle Hypki, Asst. Director of Graduate Academic Services mlhypki@charlotte.edu 7-5121

Ash Bowers, Business Application Developer abower16@charlotte.edu 7-5119

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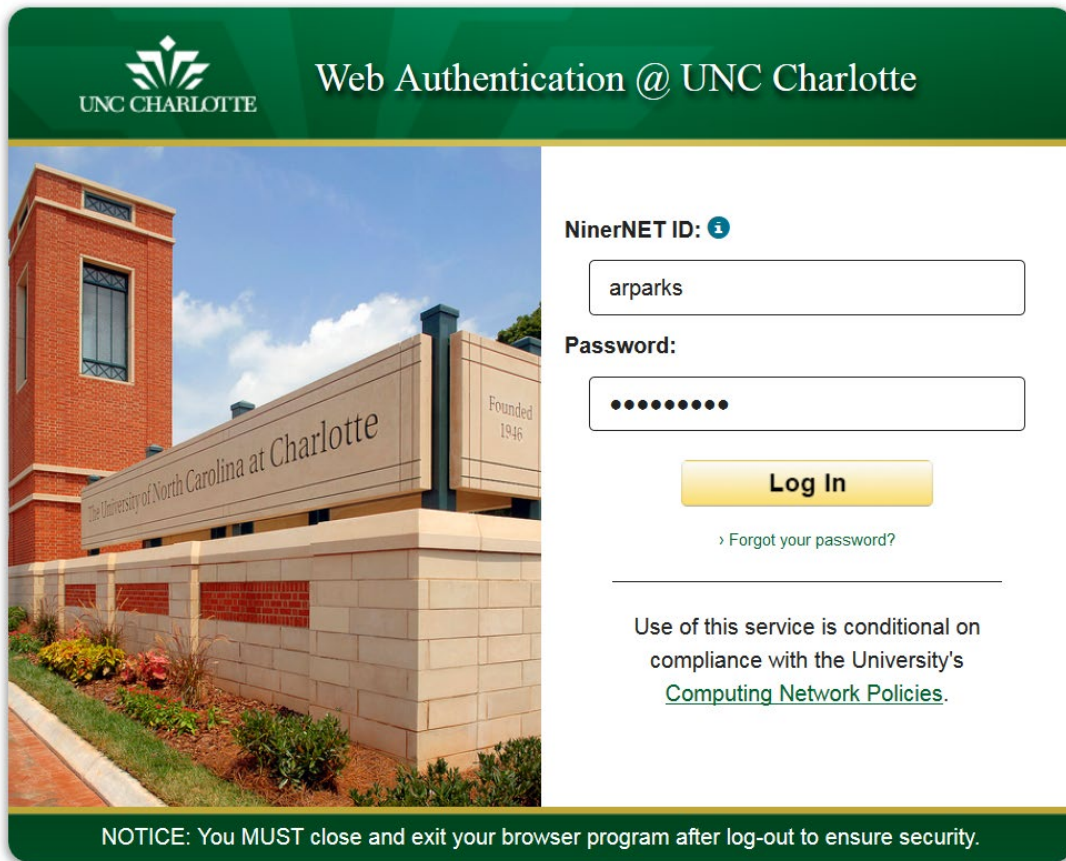
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Logging Into eGFA

Click on link. <https://egfa.charlotte.edu>

Any modern web browser should work, but we've had the best results working with Google Chrome. iOS devices (smart phones) are not optimized to get the best experience.

Sometimes it takes a brief moment for this page to be presented. Type in your NinerNet ID and password and click Log in.



UNC CHARLOTTE

Web Authentication @ UNC Charlotte

NinerNET ID: ⓘ

Password:

Log In

[> Forgot your password?](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

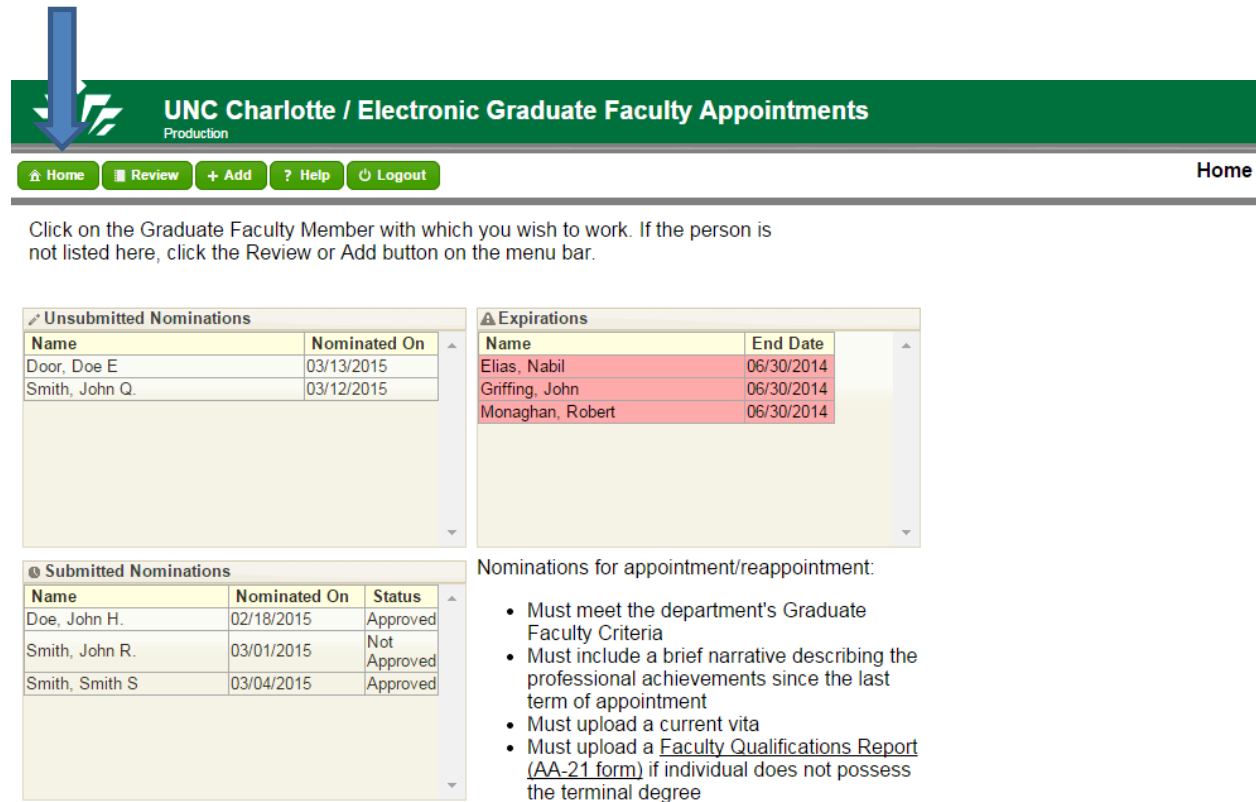
Home Tab

The Home page gives you an overview of the status of your graduate faculty members.

Un-submitted Nominations – This section displays faculty nominations which you have started but have not yet submitted to the Graduate School for review and approval. You might also see nominations in this area that have been returned to you to provide additional information, (examples include: returned to include an AA-21 Exception form, returned to include a more current CV, etc.). Nominations in this stage can still be edited by you.

Submitted Nominations - Nominations in this area have been sent to the Graduate School and are under review for approval. The nomination form itself cannot be edited. You can, however, edit the personal information relating to the individual (i.e., rank, degree, etc.).

Expirations – Individuals listed in this area have expired appointment terms or may be expiring soon. You can click on their name to open the Member Overview screen. At this point, you can begin the appointment or reappointment process.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add Help Logout Home

Click on the Graduate Faculty Member with which you wish to work. If the person is not listed here, click the Review or Add button on the menu bar.

Unsubmitted Nominations	
Name	Nominated On
Door, Doe E	03/13/2015
Smith, John Q.	03/12/2015

Expirations	
Name	End Date
Elias, Nabil	06/30/2014
Griffing, John	06/30/2014
Monaghan, Robert	06/30/2014

Submitted Nominations		
Name	Nominated On	Status
Doe, John H.	02/18/2015	Approved
Smith, John R.	03/01/2015	Not Approved
Smith, Smith S	03/04/2015	Approved

Nominations for appointment/reappointment:

- Must meet the department's Graduate Faculty Criteria
- Must include a brief narrative describing the professional achievements since the last term of appointment
- Must upload a current vita
- Must upload a [Faculty Qualifications Report \(AA-21 form\)](#) if individual does not possess the terminal degree

Review Tab

The review page gives you essentially a full report of your graduate faculty members. This page shows key information regarding faculty appointments (Name, Email, Department, Type of appointment, Expired term (yes or no) and the appointment term Start and End dates. The list is color coded by their current status. Color legend is at the bottom of the screen. Clicking any name will take you to the Member Overview screen.

Un-submitted or Referred – These nominations can be in either of two stages – the nomination could have been started, but has not been submitted to the Graduate School for review, or has been returned to you for additional information. The nomination form can be edited at this time.

Pending – These are nominations that have been sent to the Graduate School and may be in various stages of the review process. The nomination form may not be edited at this stage.

Expiring/Expired – These appointments have expired or are due to expire soon.

Archived (Expired) – These are appointments that have been expired for more than 6 months and a reappointment request has not been submitted.

Missing Data – This legend color means the file or record is incomplete or missing key data elements.

The screenshot shows the 'UNC Charlotte / Electronic Graduate Faculty Appointments - Production' interface. It includes a navigation bar with 'Home', 'Review', 'Add', 'Help', and 'Logout' buttons. A 'Member List' tab is active. Below is a table with columns: Name, Email, Dept., Type, Expired, Start, and End. A legend at the bottom identifies status colors: Unsubmitted or Referred (light blue), Pending (light green), Expiring/Expired (light red), Archived (Expired) (light orange), and Missing Data (light purple).

Name	Email	Dept.	Type	Expired	Start	End
Abrams, Lyndon	LPAbrams@unc.edu	Counseling	Regular	N	07/01/2014	06/30/2019
Allen, Brenda J.		Communications	Associate	Y	01/01/2008	05/31/2008
Atkins, Sally S.	atkinsss@appstate.edu	Counseling	Associate	N/A	N/A	N/A
Balog, Valerie	vbalog@unc.edu	Counseling	Associate	N	07/01/2014	06/30/2017
Berwick, Amy C.	aberwick@unc.edu	Counseling	Associate	N	07/01/2013	06/30/2016
Blankley, Alan	Ablankley@unc.edu	Accounting	Regular	N	07/01/2011	06/30/2016
Briggs, Cynthia A.	cbriggs5@unc.edu	Counseling	Associate	N	07/01/2012	06/30/2015
Bulla, Sally A.	not on campus	Counseling	Associate	Y	07/01/2011	06/30/2014
Burton, Hughlene	Hughlene.Burton@unc.edu	Accounting	Regular	N	07/01/2013	06/30/2018
Carroll, Jane J.		Counseling	Emeritus	N	07/01/2008	12/31/1999
Cathey, Jack M.	jmcathey@unc.edu	Accounting	Regular	N	07/01/2013	06/30/2018
Ceballos, Peggy, L.	Pceballos@unc.edu	Counseling	Regular	N	07/01/2011	06/30/2016
Chapman, Ana Victoria	achapm31@unc.edu	Counseling	Associate	N	07/01/2013	06/30/2016
Cho, Jaehye	jcho17@unc.edu	Communications	Regular	N	07/01/2012	06/30/2015
Connolly, Kathleen	kmcconnol@unc.edu	Counseling	Associate	N	07/01/2012	06/30/2015
Crane, Jonathan	jcrane@unc.edu	Communications	Regular	N	07/01/2012	06/30/2017
Culbreth, John R.	JRCulbreth@unc.edu	Counseling	Regular	N	07/01/2013	06/30/2018
Davis, Christine S.	Christine.S.Davis@unc.edu	Communications	Regular	N	07/01/2013	06/30/2018
Dickerson, Anne G.	adickers@unc.edu	Counseling	Associate	N	07/01/2012	06/30/2015
Elias, Nabil	NElias@unc.edu	Accounting	Regular	Y	07/01/2009	06/30/2014
Erby, Adrienne N.	aerby@unc.edu	Counseling	Associate	N	07/01/2014	06/30/2017
Freitag, Alan	arfreita@unc.edu	Communications	Regular	N	07/01/2012	06/30/2017
Furr, Susan R.	SusanFurr@unc.edu	Counseling	Regular	N	07/01/2014	06/30/2019
Godfrey, Howard L.	hgodfrey@unc.edu	Accounting	Regular	N	07/01/2013	06/30/2018
Gossett, Lonil M.	lgosset1@unc.edu	Communications	Regular	N	07/01/2012	06/30/2017
Grano, Daniel	Dgrano@unc.edu	Communications	Regular	N	07/01/2013	06/30/2018

+ Add/Reappoint Tab

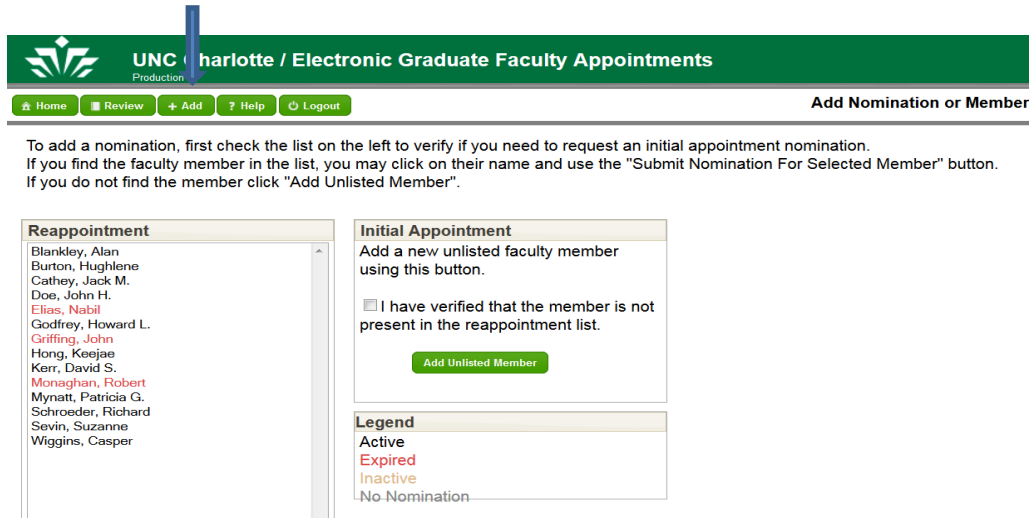
This page is used to add a new or reappoint an existing Associate or Regular Graduate Faculty member. There are 4 member categories: Regular, Associate, Emeritus and Administrative. You will mainly be working with Regular and Associate memberships. Regular members are tenured/tenure-track faculty on campus at UNC Charlotte. Associate and Associate -External Committee members are essentially everyone else (Lecturers, Adjunct, Clinical Professors, Research Associates, Visiting faculty, and Graduate Student Committee members, etc.). Emeritus faculty are appointed by the Chancellor; these appointments are for life and can carry the same level of participation as Regular members. Administrative appointments are designated to a small group of individuals on campus such as the Chancellor, Provost, and Deans and is more of an honorary membership. For more information on graduate faculty appointments, please visit the Graduate School's website <https://graduateschool.charlotte.edu> click on *Faculty and Staff Resources* tab and select *Faculty Appointment* from the drop-down menu.

For other questions relating to appointment types, please feel free to call our office.

Reappointment box – The reappointment box is an all-inclusive listing of your graduate faculty and the color-coded stage of their appointment. You cannot perform any functions in this field.

Initial Appointment box – You will use this area to add new (Initial) appointment requests for new Associates or Regular members.

Legend box - The color codes refer to the status of the graduate faculty member. A member becomes inactive if they are not reappointed within 1 year of the expiration date. “No nomination” is a holding or pending status. You may have started a nomination, but have not submitted because you are holding for more information or haven't completed the file. This classification may also list some individuals that transferred over from the old system but the record is incomplete. Let us know if any of these names need to be inactivated.



The screenshot shows the top navigation bar with the UNC Charlotte logo and the text "UNC Charlotte / Electronic Graduate Faculty Appointments". Below the bar are buttons for Home, Review, Add, Help, and Logout. On the right, there is a link for "Add Nomination or Member".

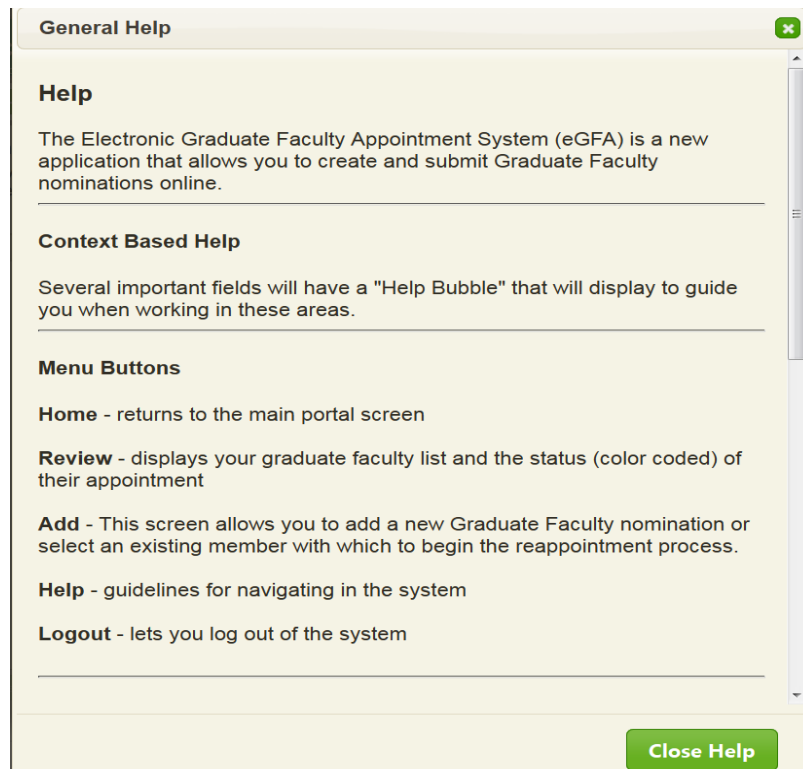
Below the navigation bar, there is a text block: "To add a nomination, first check the list on the left to verify if you need to request an initial appointment nomination. If you find the faculty member in the list, you may click on their name and use the 'Submit Nomination For Selected Member' button. If you do not find the member click 'Add Unlisted Member'".

The main content area is divided into two columns. The left column is titled "Reappointment" and contains a list of names: Blankley, Alan; Burton, Hughlene; Cathey, Jack M.; Doe, John H.; Elias, Nabil; Godfrey, Howard L.; Griffing, John; Hong, Keejae; Kerr, David S.; Monaghan, Robert; Mynatt, Patricia G.; Schroeder, Richard; Sevin, Suzanne; Wiggins, Casper. The right column is titled "Initial Appointment" and contains the text: "Add a new unlisted faculty member using this button." Below this text is a checkbox labeled "I have verified that the member is not present in the reappointment list." and a green button labeled "Add Unlisted Member".

Below the "Initial Appointment" section is a "Legend" section with the following items: Active; Expired; Inactive; No Nomination.

Help Tab

General guidelines are displayed for help in navigating around the system.



The screenshot shows a "General Help" dialog box with a close button in the top right corner. The dialog box contains the following text:

Help

The Electronic Graduate Faculty Appointment System (eGFA) is a new application that allows you to create and submit Graduate Faculty nominations online.

Context Based Help

Several important fields will have a "Help Bubble" that will display to guide you when working in these areas.

Menu Buttons

Home - returns to the main portal screen

Review - displays your graduate faculty list and the status (color coded) of their appointment

Add - This screen allows you to add a new Graduate Faculty nomination or select an existing member with which to begin the reappointment process.

Help - guidelines for navigating in the system

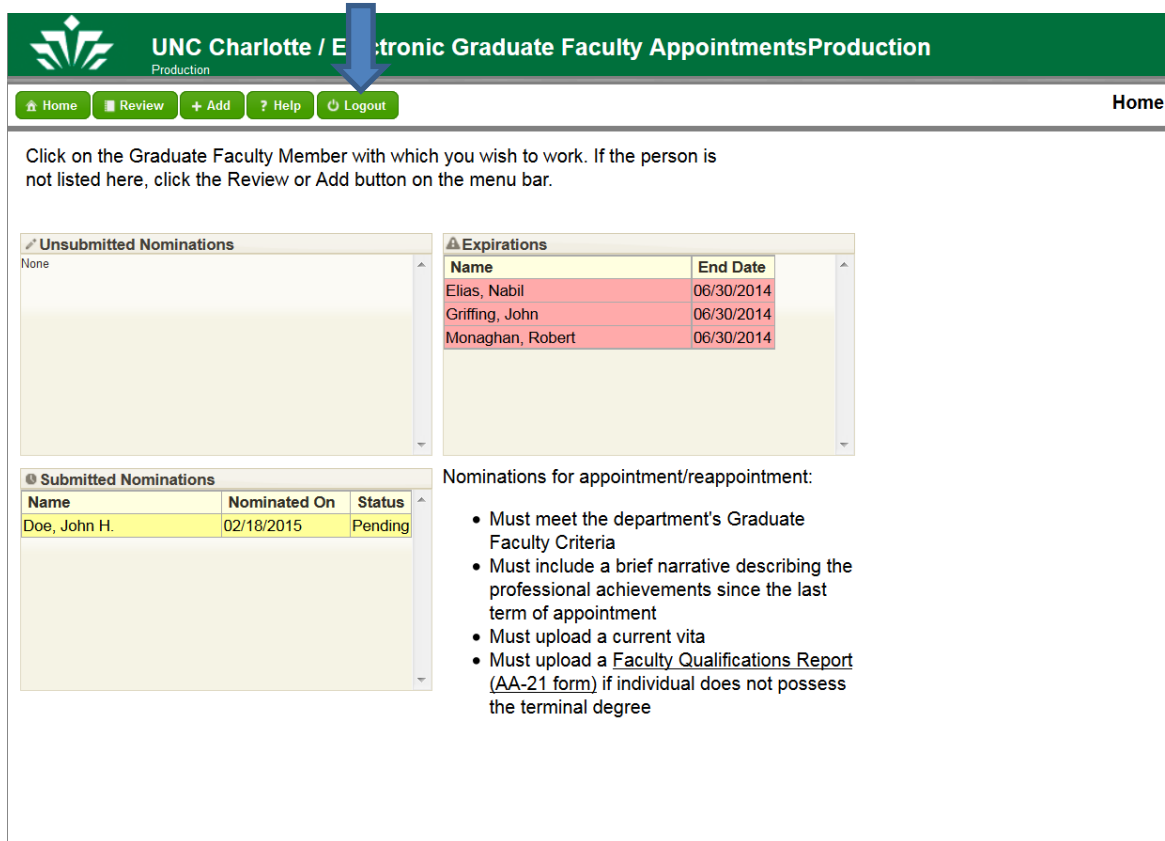
Logout - lets you log out of the system

At the bottom right of the dialog box is a green button labeled "Close Help".

Logout

Clicking this tab allows you to logout of the system.

Be sure and click the Create/Save tab after making edits to avoid losing any revisions.



The screenshot shows the top navigation bar with a green background. On the left is the UNC Charlotte logo and the text "UNC Charlotte / Electronic Graduate Faculty Appointments Production". On the right is the word "Production". Below this is a row of buttons: Home, Review, Add, Help, and Logout. A blue arrow points to the Logout button. The main content area has a heading "Click on the Graduate Faculty Member with which you wish to work. If the person is not listed here, click the Review or Add button on the menu bar." Below this are three tables: "Unsubmitted Nominations" (empty), "Expirations" (listing Elias, Nabil; Griffing, John; and Monaghan, Robert, all with end dates of 06/30/2014), and "Submitted Nominations" (listing Doe, John H. with a nomination date of 02/18/2015 and a status of Pending). To the right of the Submitted Nominations table is a list of requirements for appointment/reappointment.

Name	End Date
Elias, Nabil	06/30/2014
Griffing, John	06/30/2014
Monaghan, Robert	06/30/2014

Name	Nominated On	Status
Doe, John H.	02/18/2015	Pending

Nominations for appointment/reappointment:

- Must meet the department's Graduate Faculty Criteria
- Must include a brief narrative describing the professional achievements since the last term of appointment
- Must upload a current vita
- Must upload a [Faculty Qualifications Report \(AA-21 form\)](#) if individual does not possess the terminal degree

Member Overview Page

You can get to this screen by clicking on a person's name in most any list. This page contains key information about the member such as their name, email address, ID number, rank, etc.

General member information can be found in the left column of the page and as long as the "pencil" icon is not grayed you, you may update that field. The Nomination Form is located in the right column. Any previous nomination information will be located here.

The *Linked Documents* tab allows you to view any documents linked to the currently selected nomination. See screenshot below.

The *All Documents* tab will list all documents attached to this individual.

f **UNC Charlotte / Electronic Graduate Faculty Appointments**
Production

Home
Review
+ Add/Reappoint
? Help
Logout
Member Overview

Name: [Redacted] **Email:** [Redacted]

Banner ID: [Redacted]

Rank: Adjunct **Membership:** Associate

College
Health & Human Services

Department
School of Social Work

Degrees

Bachelors	Psychology	2011	Queens Unive...
Masters	Social Work	2016	UNC Charlotte

Appointment/Nomination History

[+ Add Nomination](#) [Edit Nomination](#)

Type	Start	End	Expired	Status	Decision On	By
I	07/01/2021	06/30/2024	N	Approved	10/01/2021	treynol

General Comments

Licensed Clinical Social Worker .

AA21 signed and attached.

Nomination Form
Linked Documents
All Documents

Type	Added By	Added On	Options
Appointment Letter	system	10/01/2021	View
AA-21	arparks	09/23/2021	View
CV	vharr16	09/22/2021	View

Adding a new nomination (Associate or Associate – External Committee)

Note: For “initial” Regular appointments (Tenured or tenure-track positions), the Graduate School will process these for you. When a new tenure-track faculty member is hired, we receive a report from HR. We will email the department chair to confirm that the new faculty member will be involved in graduate education. If this is confirmed, we will then process the appointment and send out the appointment e-letter.

In some instances, the faculty member may only be working with undergraduate education processes and will not need a graduate faculty appointment at this time. In those situations, no further action will be taken by our office.

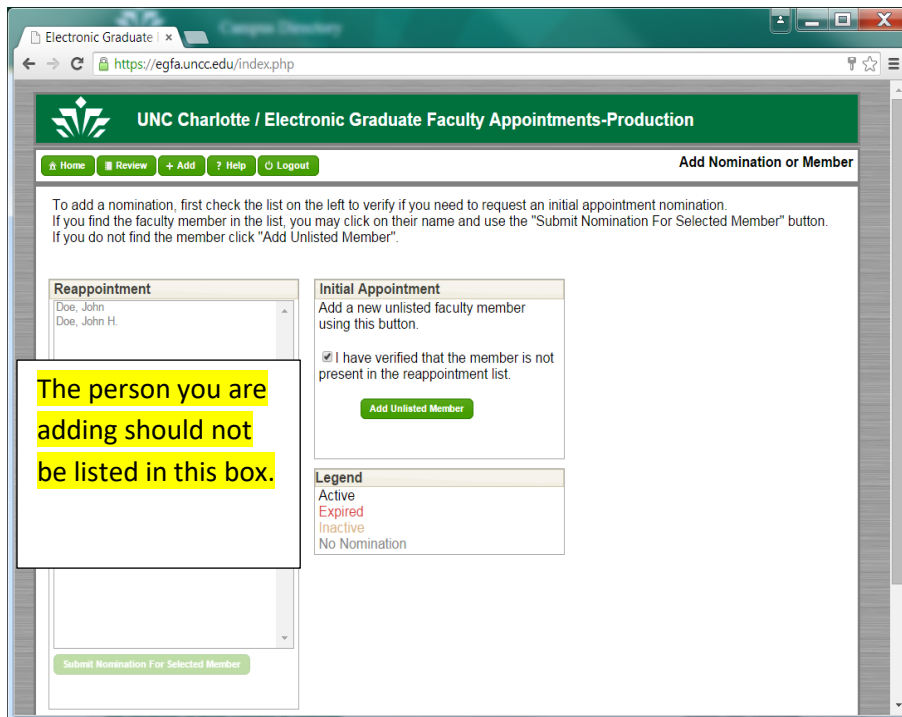
- For appointing Associate or Associate – External Committee member, please follow the steps below:

Before you begin, you will need a current CV or resumé and the reason for the nomination. You can opt to enter the nomination request by uploading a brief memo or you can copy and paste the information in the **Brief Memo and Recent Achievements** box. If the Associate member does not possess the terminal (highest) degree for your program, you must complete an AA-21 form, securing all approval signatures. This is now an electronic form. You can access the form by clicking on the link below or you can access by going to the Office of the Provost on the UNC Charlotte website. Click on the Faculty & Staff Resources tab. Click on the first link in the dropdown box for Academic Budget & HR. Click on Forms, and then click on Part-Time Faculty Forms. It is the first link under Hiring Forms.

<https://webauth.uncc.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>

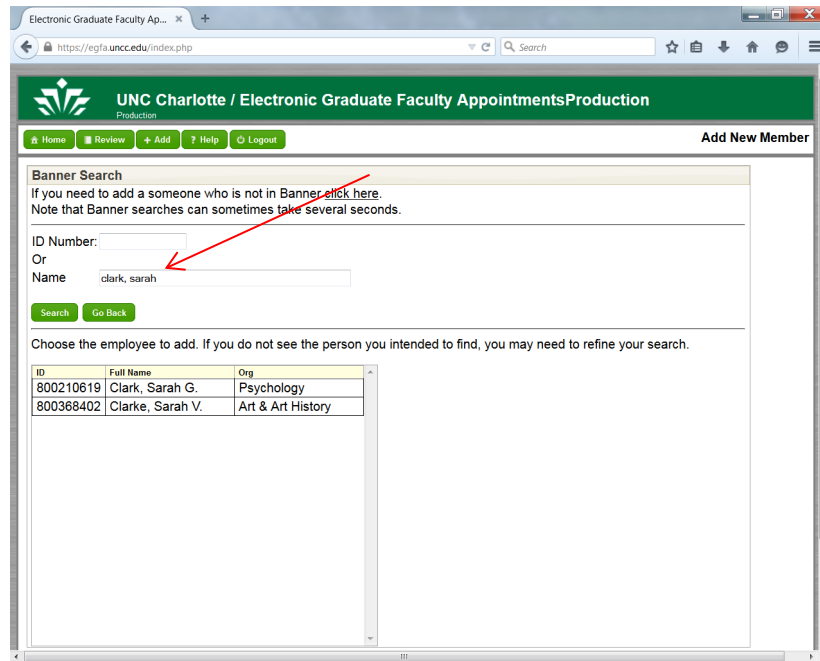
Once you have the documents required, you are ready to enter your nomination in eGFA.

- Click on the green tab labeled Add/Reappoint.
- Make sure that the person you are trying to enter is not listed in the column on the left labeled Reappointment. Duplicate records take extra work to merge. If the person is not listed and but you’re getting an error message, contact Michelle Hypki mlhypki@charlotte.edu in the Graduate School. It’s possible the individual was nominated by another department.

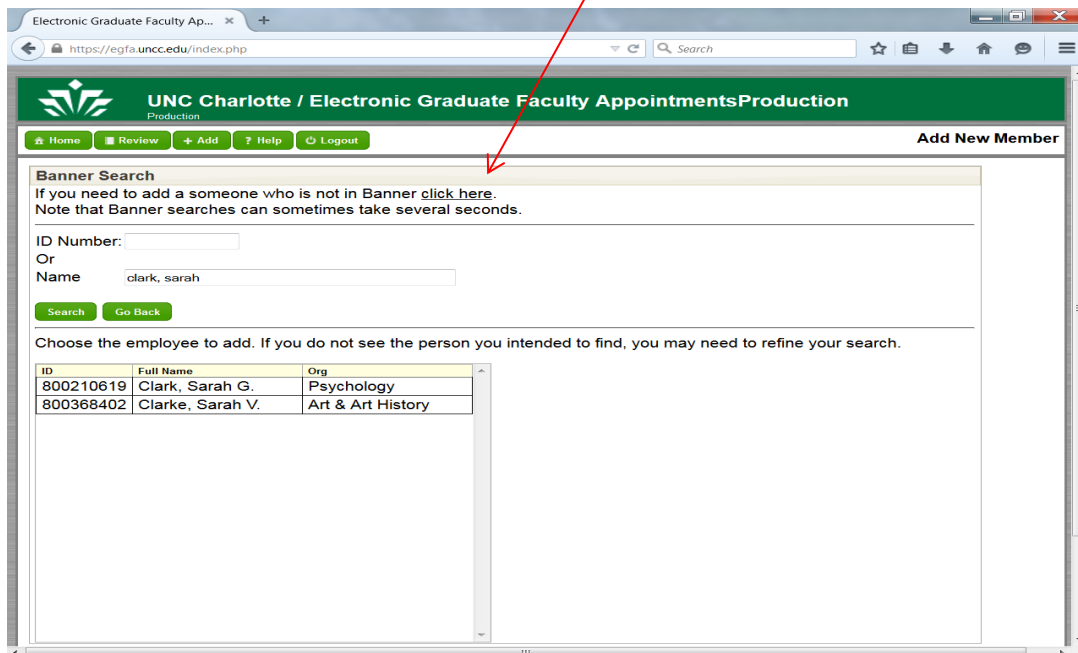


eGFA - Electronic Graduate Faculty Appointments

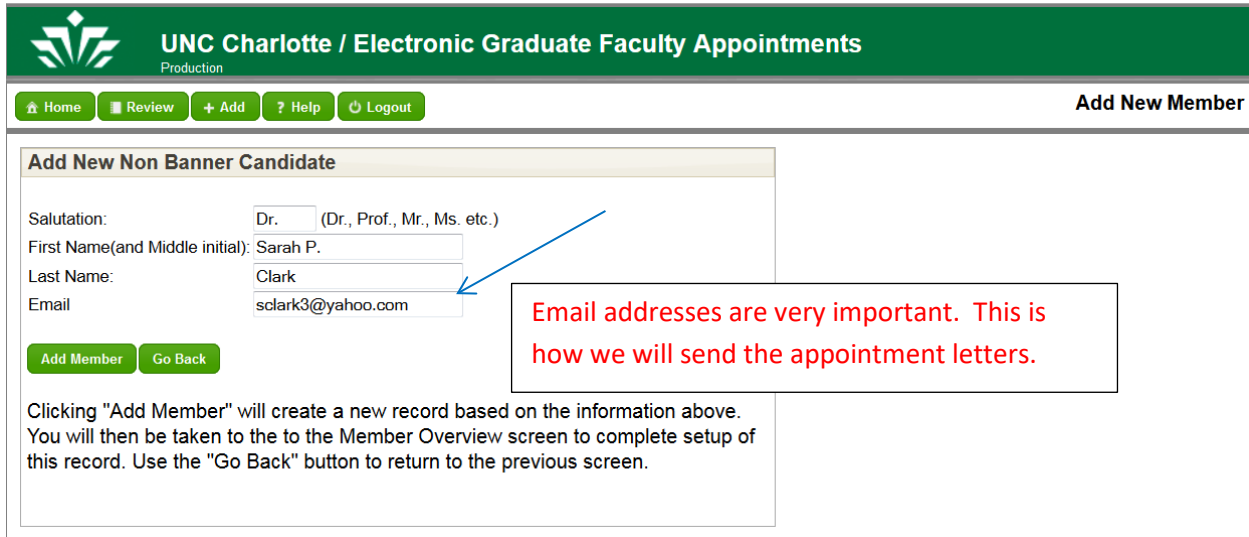
If you know the Banner ID Number, type it in the ID Number box. If you do not know the 800#, type in the full name of the person, **last name, first** (Example: Clark, Sarah). Click Search. This may take a few minutes for the system to check Banner. If the correct person is presented, double-click on the name and then click complete to continue.



If the correct person does not appear, click here to add.



Complete all fields. Click Add Member to continue. Once you click Add Member, that person is then added and will show up in your graduate faculty list. You can always choose to withdraw the nomination, but the person will still be listed with your other faculty. For historical purposes, records are never deleted, but we can hide and/or make them inactive, thus providing an accurate total number and view of your department faculty.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add Help Logout Add New Member

Add New Non Banner Candidate

Salutation: (Dr., Prof., Mr., Ms. etc.)

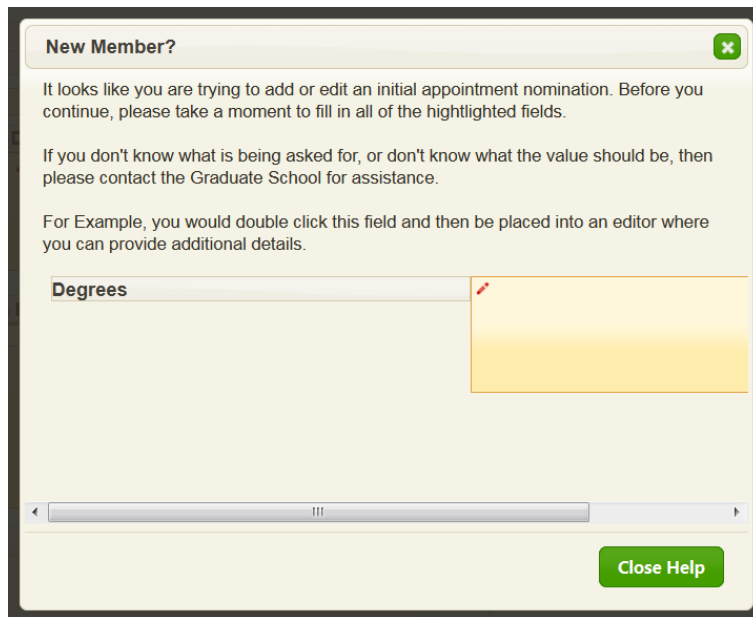
First Name(and Middle initial):

Last Name:

Email:

Clicking "Add Member" will create a new record based on the information above. You will then be taken to the Member Overview screen to complete setup of this record. Use the "Go Back" button to return to the previous screen.

After you click Add, this screen will display. Read and then click **Close Help** to continue.



New Member? ✕

It looks like you are trying to add or edit an initial appointment nomination. Before you continue, please take a moment to fill in all of the highlighted fields.

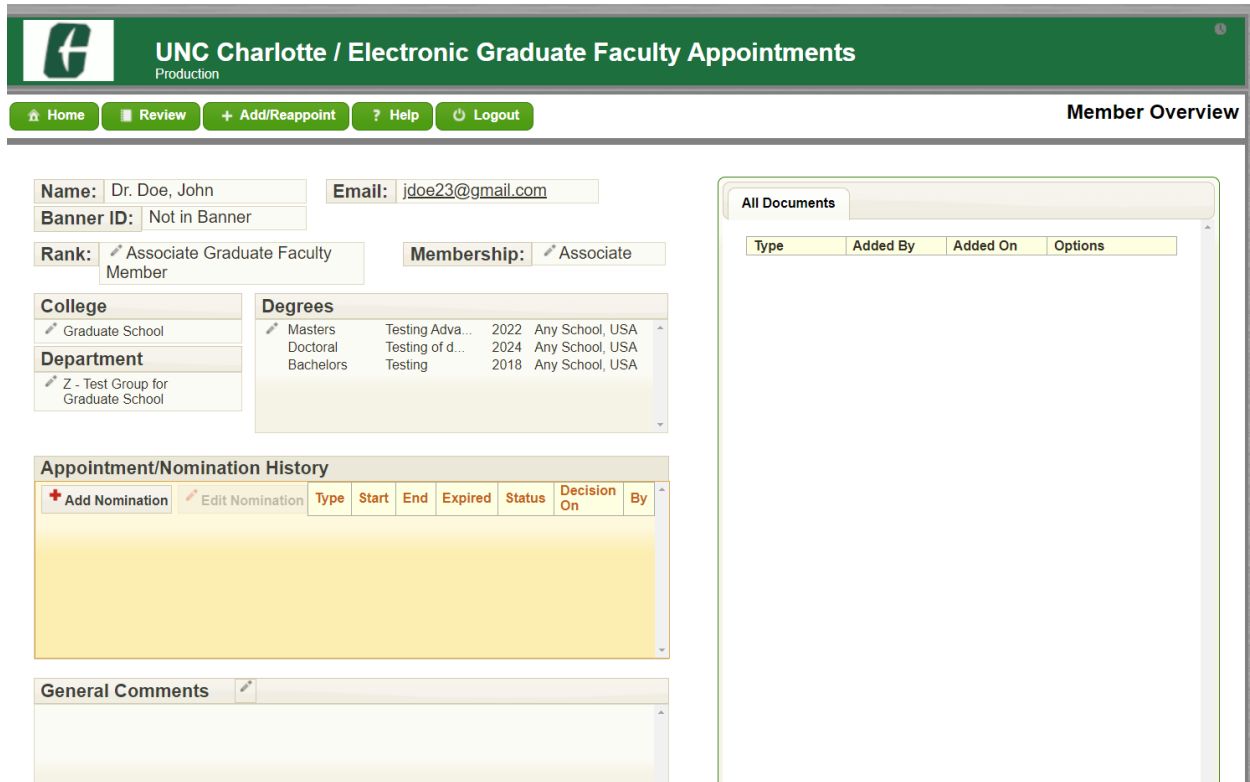
If you don't know what is being asked for, or don't know what the value should be, then please contact the Graduate School for assistance.

For Example, you would double click this field and then be placed into an editor where you can provide additional details.

Degrees

eGFA - Electronic Graduate Faculty Appointments

Double-click each pencil icon on this screen to add faculty credentials. Click SAVE after entering data for each section. If you have a question about any of these categories, feel free to give our office a call.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add/Reappoint Help Logout Member Overview

Name: Dr. Doe, John Email: jdoe23@gmail.com
Banner ID: Not in Banner

Rank: Associate Graduate Faculty Member Membership: Associate

College: Graduate School Degrees: Masters Testing Adva... 2022 Any School, USA
Doctoral Testing of d... 2024 Any School, USA
Bachelors Testing 2018 Any School, USA

Department: Z - Test Group for Graduate School

Appointment/Nomination History

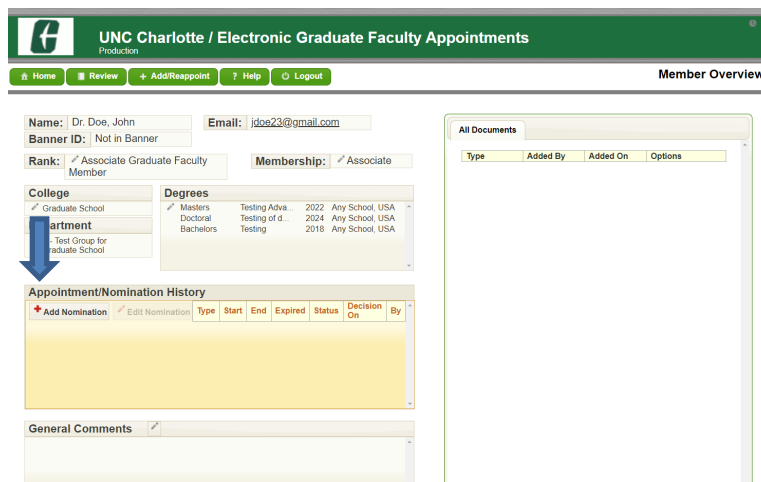
Type	Start	End	Expired	Status	Decision On	By
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General Comments

All Documents

Type	Added By	Added On	Options
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Once Rank, Membership, College, Degrees and Department fields have been entered, click on the plus sign next to *Appointment/Nomination History* heading.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add/Reappoint Help Logout Member Overview

Name: Dr. Doe, John Email: jdoe23@gmail.com
Banner ID: Not in Banner

Rank: Associate Graduate Faculty Member Membership: Associate

College: Graduate School Degrees: Masters Testing Adva... 2022 Any School, USA
Doctoral Testing of d... 2024 Any School, USA
Bachelors Testing 2018 Any School, USA

Department: Z - Test Group for Graduate School

Appointment/Nomination History

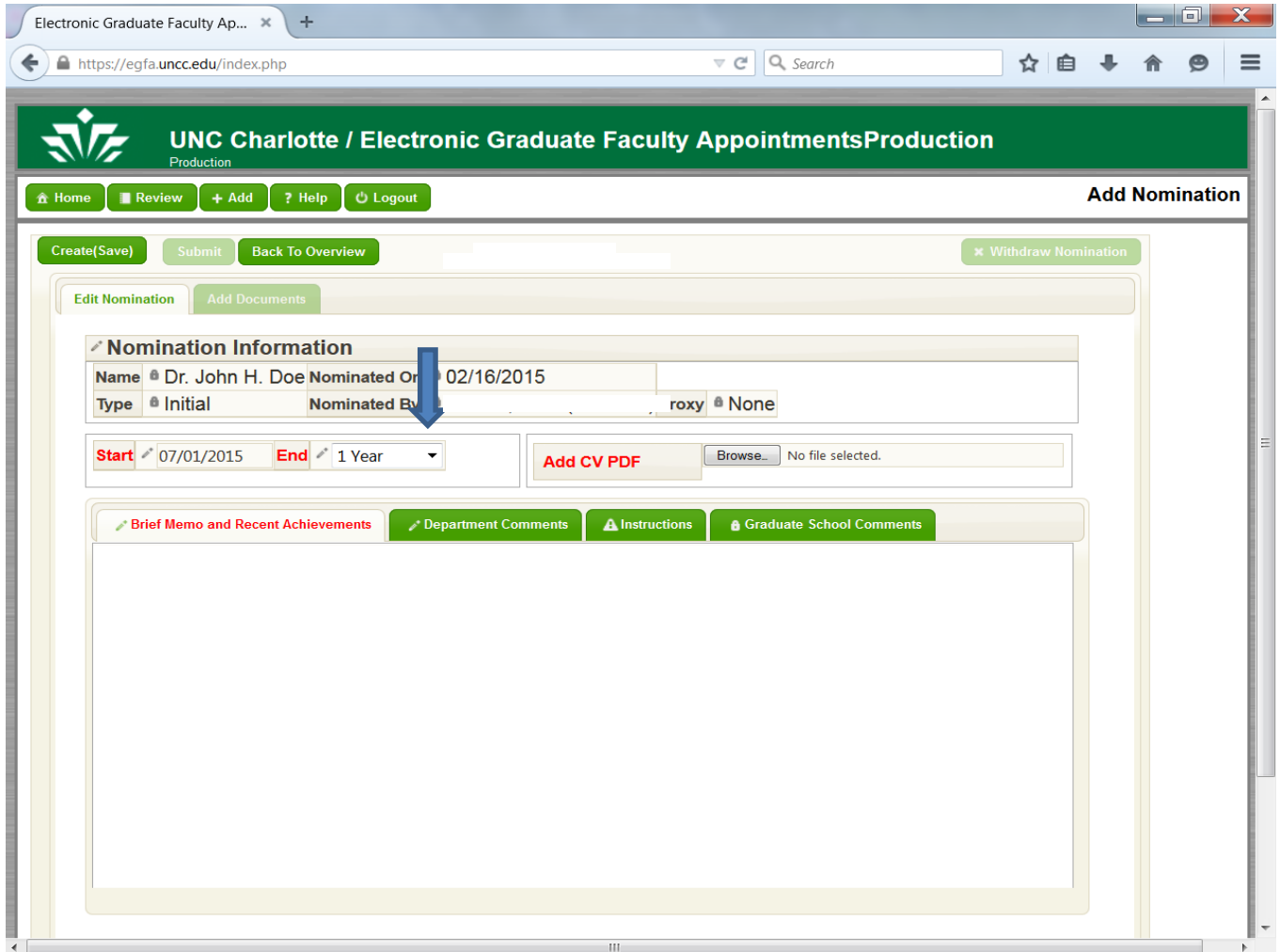
Type	Start	End	Expired	Status	Decision On	By
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General Comments

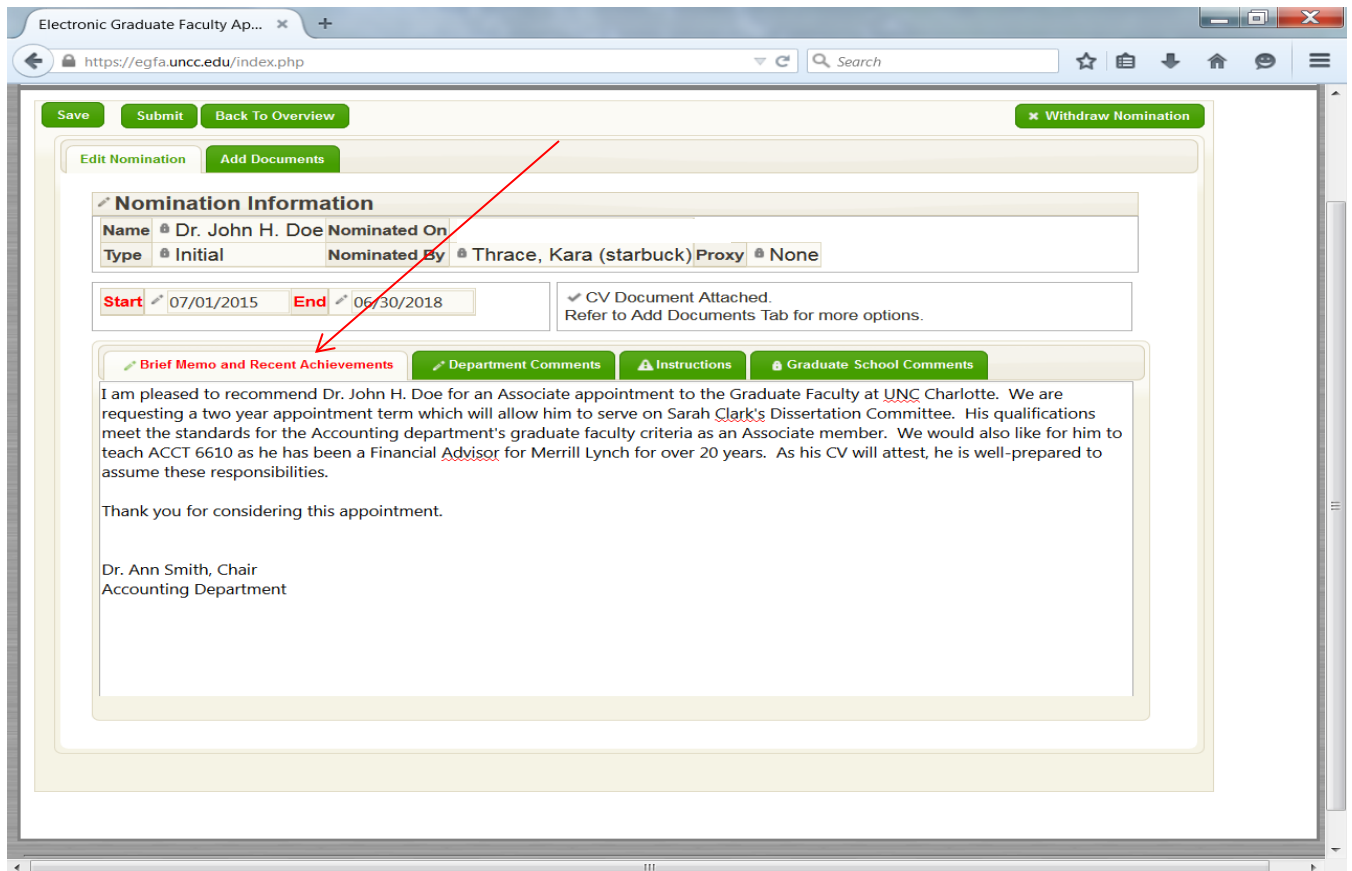
All Documents

Type	Added By	Added On	Options
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Next, select the appropriate appointment term by clicking on the down arrow next to **End** below. Initial appointments for Regular and Associate members are for 3 years. Note: Associate members can be nominated from 1-5 years depending on department or program need. Re-appointment terms are five years for everyone. Emeritus appointments are for life and Administrative appointments are as long as the faculty member is employed in their current administrative position.



Now click in the box labeled **Brief Memo and Recent Achievements**. This is the area where you will communicate the reason for the nomination. This field can take the place of an uploaded memo. Please be thorough in your description of the person’s participation for your program. See example below. If you prefer to type a memo, please use your department letterhead. You can upload the document as a *Letter of Recommendation*. There must be some text in the Brief Memo box so if uploading a memo, please type “See attached letter of recommendation”.



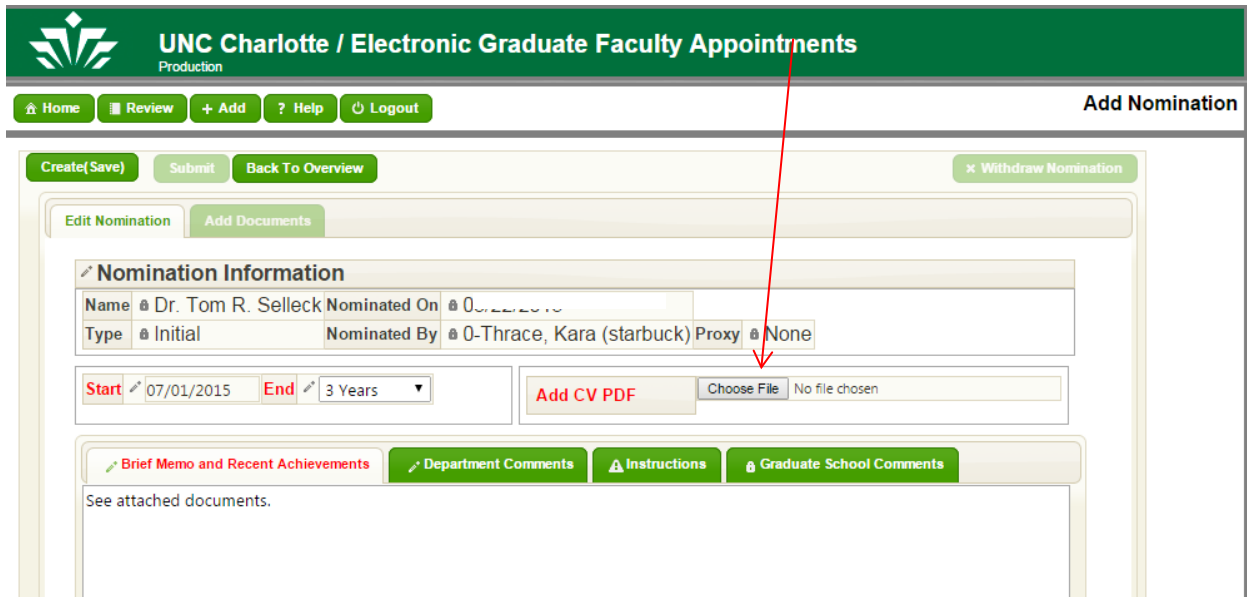
For new Associate appointments, please make sure that the nominee meets your department’s graduate faculty criteria as an Associate member and describe how this nominee will participate in graduate education. If the Associate member is teaching, please be sure to add the following information:

- In the Brief Memo and Recent Achievements box, please include the course number and name that the faculty member will be teaching.

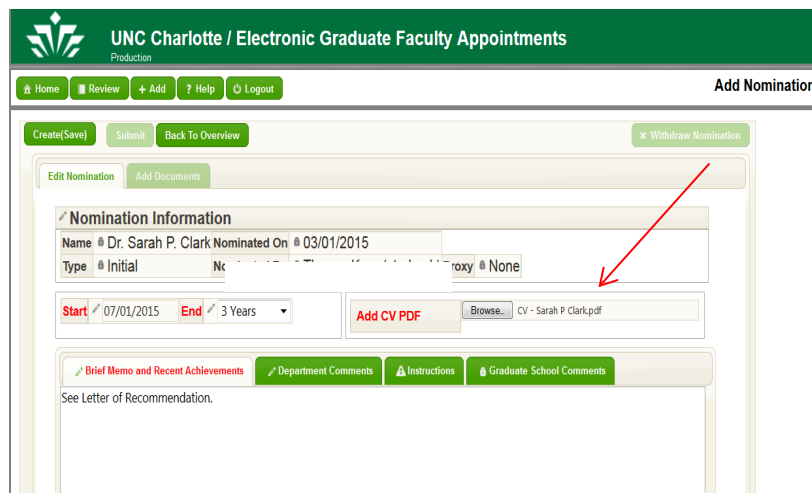
For new Associate – External Committee appointments, please include the following in the Brief Memo and Recent Achievements box.

- Student’s full name
- 800#
- Program of study
- Relevance of the individual with the student’s project or research.
- Anticipated graduation date

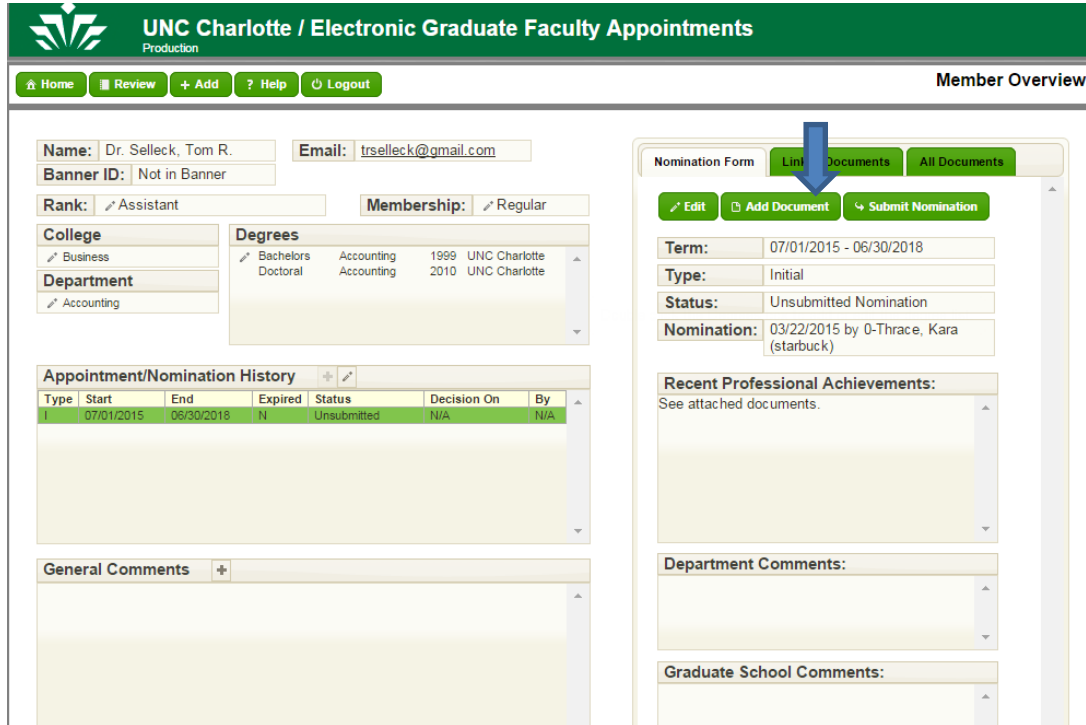
When you have either completed the memo section or stated “See attached documents”, click Choose File to attach a current CV or resume and any other appropriate documents.



Search and select the appropriate document and double-click . Remember, the system will only accept documents in pdf format. You should see your document listed here.



If you need to upload another document, click Add Document from the Member Overview page.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review + Add ? Help Logout Member Overview

Name: Dr. Selleck, Tom R. Email: trselleck@gmail.com

Banner ID: Not in Banner

Rank: Assistant Membership: Regular

College: Business

Department: Accounting

Degrees

Bachelors	Accounting	1999	UNC Charlotte
Doctoral	Accounting	2010	UNC Charlotte

Appointment/Nomination History

Type	Start	End	Expired	Status	Decision On	By
I	07/01/2015	06/30/2018	N	Unsubmitted	N/A	N/A

General Comments

Nomination Form | **Documents** | **All Documents**

Edit Add Document Submit Nomination

Term: 07/01/2015 - 06/30/2018

Type: Initial

Status: Unsubmitted Nomination

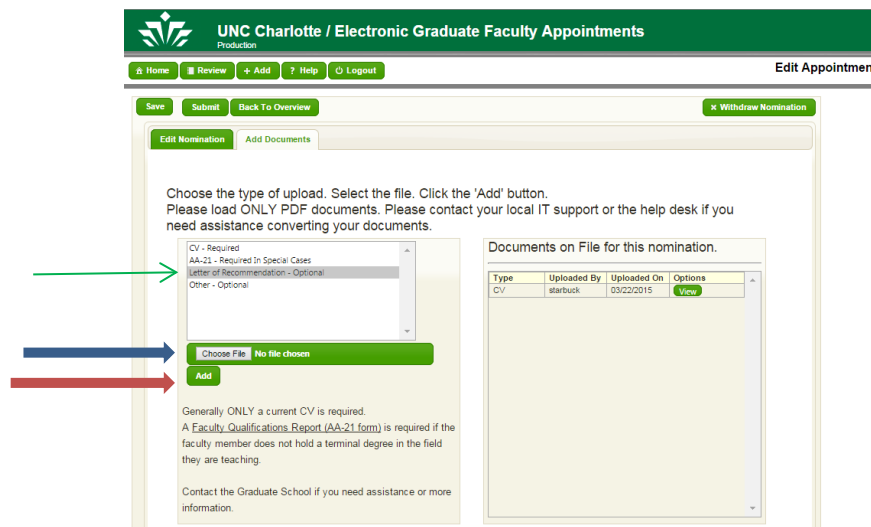
Nomination: 03/22/2015 by O-Thrace, Kara (starbuck)

Recent Professional Achievements:
See attached documents.

Department Comments:

Graduate School Comments:

Select the type of document you are uploading (document label will highlight), then click on Choose File. Search for the document, double-click on document. Then click Add, under Choose File.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review + Add ? Help Logout Edit Appointment

Save Submit Back To Overview Withdraw Nomination

Edit Nomination Add Documents

Choose the type of upload. Select the file. Click the 'Add' button.
Please load ONLY PDF documents. Please contact your local IT support or the help desk if you need assistance converting your documents.

CV - Required
AA-21 - Required In Special Cases
Letter of Recommendation - Optional
Other - Optional

Choose File No file chosen

Add

Generally ONLY a current CV is required.
A Faculty Qualifications Report (AA-21 form) is required if the faculty member does not hold a terminal degree in the field they are teaching.
Contact the Graduate School if you need assistance or more information.

Documents on File for this nomination.

Type	Uploaded By	Uploaded On	Options
CV	starbuck	03/22/2015	View

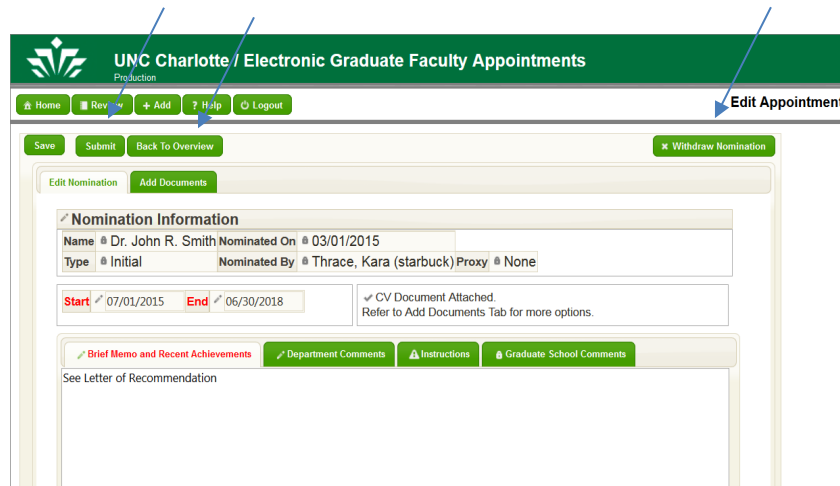
If you have uploaded all appropriate documents, click on the Create/Save tab from the Add Nomination page. **You must click Save or you will lose your entries.**



The screenshot shows the 'Add Nomination' page in the UNC Charlotte eGFA system. The page title is 'UNC Charlotte / Electronic Graduate Faculty Appointments'. The navigation bar includes 'Home', 'Review', '+ Add', '? Help', and 'Logout'. The main content area has buttons for 'Create(Save)', 'Submit', 'Back To Overview', and 'Withdraw Nomination'. Below these are tabs for 'Edit Nomination' and 'Add Documents'. The 'Nomination Information' section shows: Name: Dr. Sarah P. Clark, Nominated On: 03/01/2015, Type: Initial, Nominated By: Thrace, Kara (starbuck), Proxy: None. The 'Start' date is 07/01/2015 and the 'End' date is 3 Years. There is an 'Add CV PDF' button and a 'Browse...' button with the file 'CV - Sarah P Clark.pdf' selected. Below this are tabs for 'Brief Memo and Recent Achievements', 'Department Comments', 'Instructions', and 'Graduate School Comments'. The 'Brief Memo and Recent Achievements' tab is active, showing 'See Letter of Recommendation.'

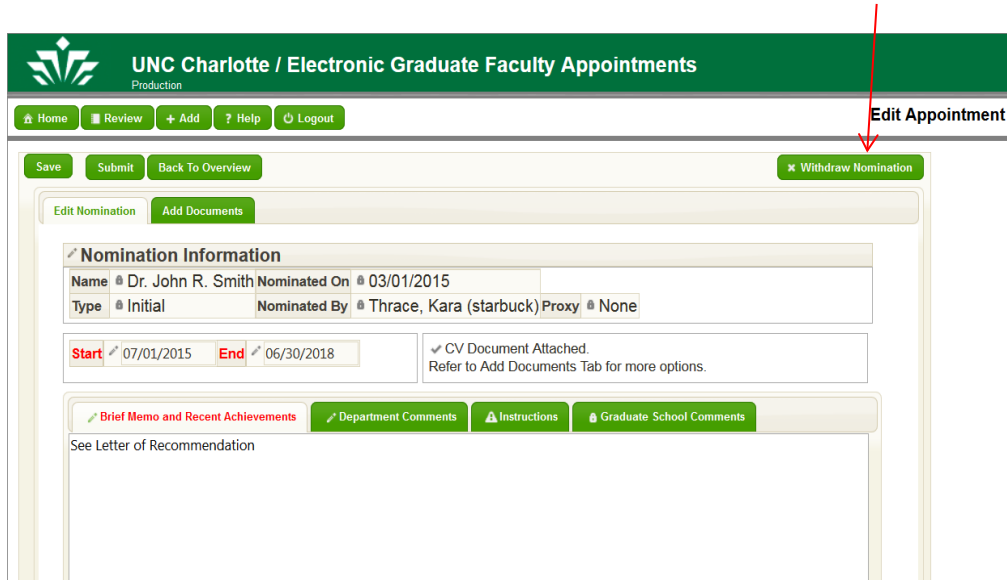
At this point, you have four options going forward:

- You can review the request by selecting the *Back To Overview* tab
- You can withdraw the nomination if circumstances have changed.
- You can edit the Nomination form by selecting the *Back to Overview* tab.
- Or, you can Submit the Nomination if you are satisfied with the record. Once you submit, you will no longer have access to edit the *Nomination Form*.

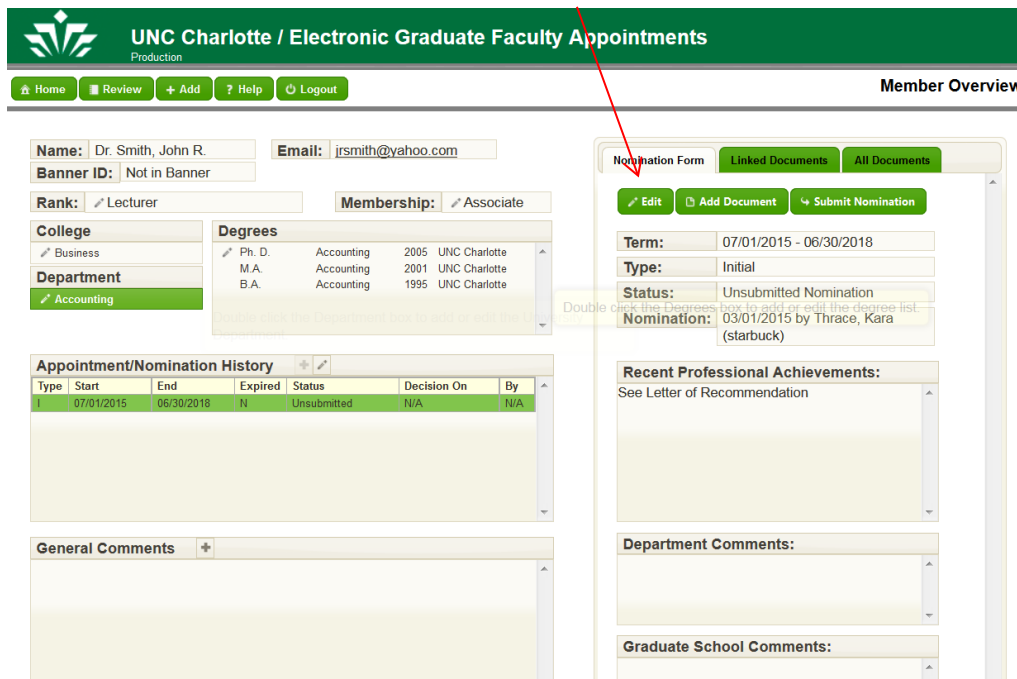


The screenshot shows the 'Add Nomination' page in the UNC Charlotte eGFA system. The page title is 'UNC Charlotte / Electronic Graduate Faculty Appointments'. The navigation bar includes 'Home', 'Review', '+ Add', '? Help', and 'Logout'. The main content area has buttons for 'Save', 'Submit', 'Back To Overview', and 'Withdraw Nomination'. Below these are tabs for 'Edit Nomination' and 'Add Documents'. The 'Nomination Information' section shows: Name: Dr. John R. Smith, Nominated On: 03/01/2015, Type: Initial, Nominated By: Thrace, Kara (starbuck), Proxy: None. The 'Start' date is 07/01/2015 and the 'End' date is 06/30/2018. There is a note: 'CV Document Attached. Refer to Add Documents Tab for more options.' Below this are tabs for 'Brief Memo and Recent Achievements', 'Department Comments', 'Instructions', and 'Graduate School Comments'. The 'Brief Memo and Recent Achievements' tab is active, showing 'See Letter of Recommendation.'

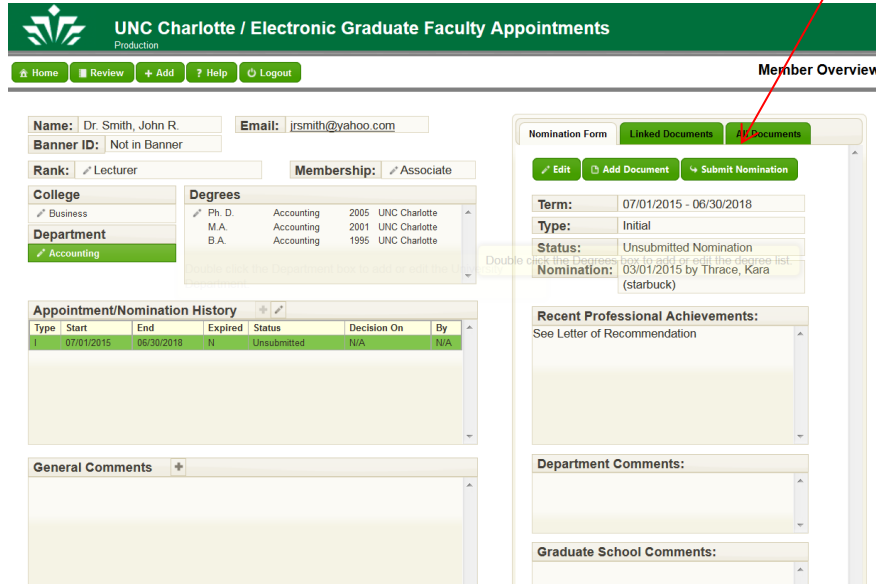
- You can withdraw the nomination if circumstances have changed.



- You can “Edit” the nomination form by selecting the *Back to Overview* tab. The *Member Overview* screen displays. Click the *Edit* tab.



- Or, you can Submit the Nomination if you are satisfied with the record. Once you submit, you will no longer have access to edit the *Nomination Form*.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add Help Logout Member Overview

Name: Dr. Smith, John R. Email: jrsmith@yahoo.com
Banner ID: Not in Banner

Rank: Lecturer Membership: Associate

College: Business Department: Accounting

Degrees

Ph. D.	Accounting	2005	UNC Charlotte
M.A.	Accounting	2001	UNC Charlotte
B.A.	Accounting	1995	UNC Charlotte

Appointment/Nomination History

Type	Start	End	Expired	Status	Decision On	By
I	07/01/2015	06/30/2018	N	Unsubmitted	N/A	N/A

General Comments

Nomination Form | Linked Documents | Documents

Edit Add Document Submit Nomination

Term: 07/01/2015 - 06/30/2018
Type: Initial
Status: Unsubmitted Nomination
Nomination: 03/01/2015 by Thrace, Kara (starbuck)

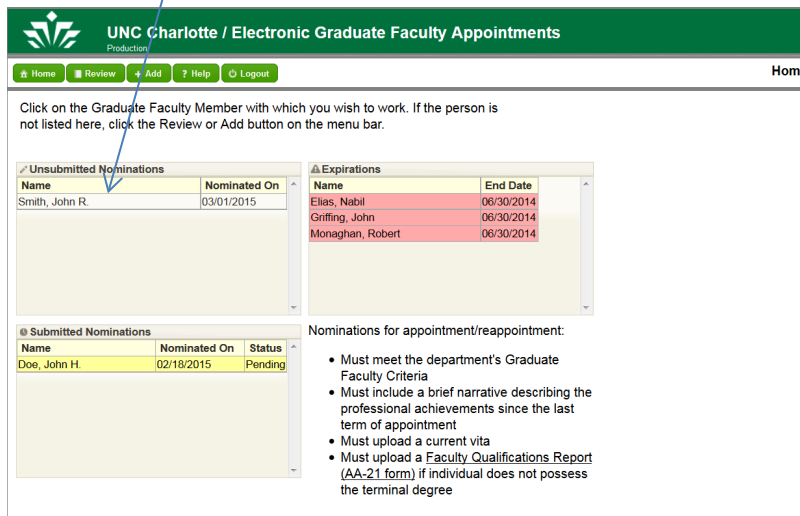
Recent Professional Achievements:
See Letter of Recommendation

Department Comments:

Graduate School Comments:

Editing a Nomination

If you've started a nomination but have not submitted, you can still edit the Nomination Form. From the Home tab, click on the name of the person you want to edit in the Unsubmitted Nominations box.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add Help Logout Home

Click on the Graduate Faculty Member with which you wish to work. If the person is not listed here, click the Review or Add button on the menu bar.

Unsubmitted Nominations

Name	Nominated On
Smith, John R.	03/01/2015

Expirations

Name	End Date
Elias, Nabil	06/30/2014
Griffing, John	06/30/2014
Monaghan, Robert	06/30/2014

Submitted Nominations

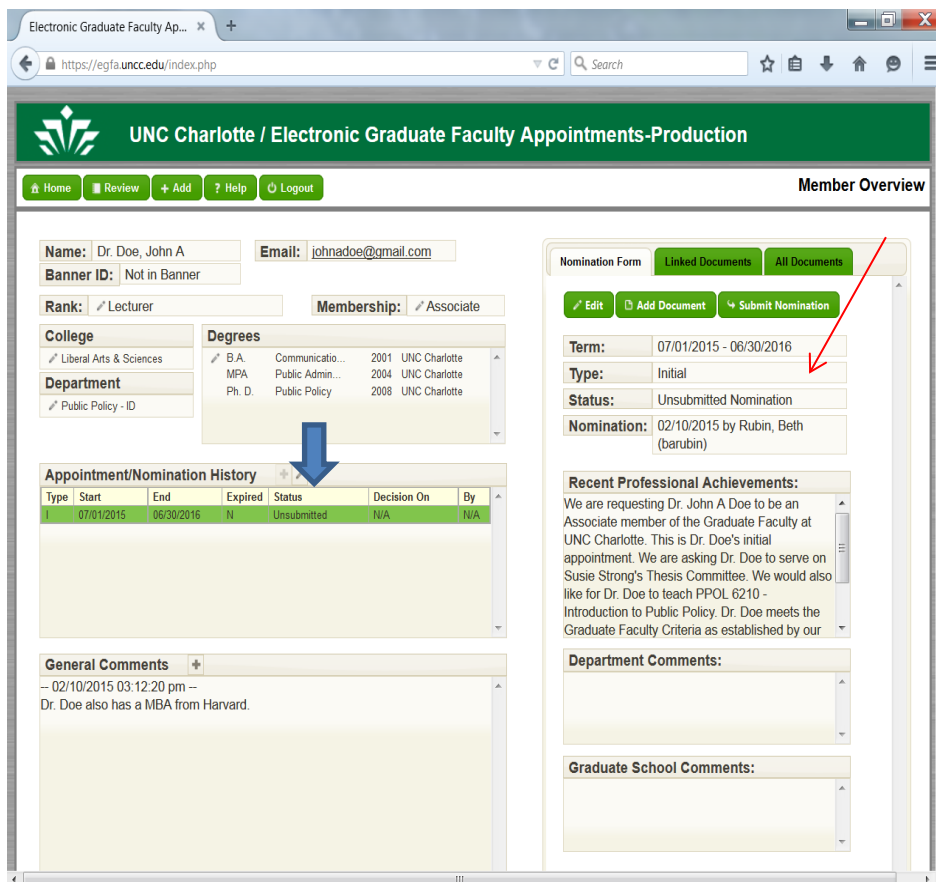
Name	Nominated On	Status
Doe, John H.	02/18/2015	Pending

Nominations for appointment/reappointment:

- Must meet the department's Graduate Faculty Criteria
- Must include a brief narrative describing the professional achievements since the last term of appointment
- Must upload a current vita
- Must upload a Faculty Qualifications Report (AA-21 form) if individual does not possess the terminal degree

The Member Overview screen will display. To verify the status of a nomination, see the *Appointment/Nomination History* text box. For this record, *Unsubmitted* is listed under Status. This means you can still make edits to the nomination form because it has not been submitted. If *Approved* or *Pending* is shown under Status, then edits are not permitted for the nomination form. To edit the individual's record (left column), double-click on the specific Pencil Icon next to the field to be revised. Then click Edit next to the line item you wish to revise.

To edit the Nomination Form, click the *Edit* tab (found under Nomination Form tab). You can then choose the fields you want to add or change. Remember to click SAVE after each edit.



Reappointing Associate and Regular members

From the Home screen, you can select the individual to be reappointed by double-clicking their name in the *Expirations* box. You can also select a person to reappoint from the Review tab by selecting the member highlighted as Expiring/Expired.

UNC Charlotte / Electronic Graduate Faculty Appointments
Production

[Home](#)
[Review](#)
[+ Add](#)
[? Help](#)
[Logout](#)
Home

Click on the Graduate Faculty Member with which you wish to work. If the person is not listed here, click the Review or Add button on the menu bar.

Unsubmitted Nominations

None

Expirations

Name	End Date
Elias, Nabil	06/30/2014
Griffing, John	06/30/2014
Monaghan, Robert	06/30/2014

Submitted Nominations

Name	Nominated On	Status
Doe, John H.	02/18/2015	Pending

Nominations for appointment/reappointment:

- Must meet the department's Graduate Faculty Criteria
- Must include a brief narrative describing the professional achievements since the last term of appointment
- Must upload a current vita
- Must upload a [Faculty Qualifications Report \(AA-21 form\)](#) if individual does not possess the terminal degree

The Member Overview screen will display. Please confirm that the information shown is accurate. If the rank classification has changed, double-click on the pencil icon next to Rank and update from the drop down box. Using the individual's CV, confirm that all of the degree fields are complete. After verifying the accuracy for all fields, you can proceed to the *Appointment/Nomination History* field.

UNC Charlotte / Electronic Graduate Faculty Appointments
Production

[Home](#)
[Review](#)
[+ Add](#)
[? Help](#)
[Logout](#)
Member Overview

Name: Elias, Nabil **Email:** NElias@unc.edu

Banner ID: 800016657

Rank: Associate Prof **Membership:** Regular

College: Business

Department: Accounting

Degrees: B.Com., M.S., Ph.D.

Appointment/Nomination History

Type	Start	End	Expired	Status	Decision On	By
B	07/01/2009	06/30/2014	X	Approved	07/01/2009	Legacy
I	01/01/2002	06/30/2004	X	Approved	01/01/2002	Legacy

General Comments: Retired 2013

Nomination Form: [Linked Documents](#) [All Documents](#)

Term: 07/01/2009 - 06/30/2014

Type: Renewal

Status: EXPIRED

Appointment Approved on 07/01/2009 by Legacy Approval

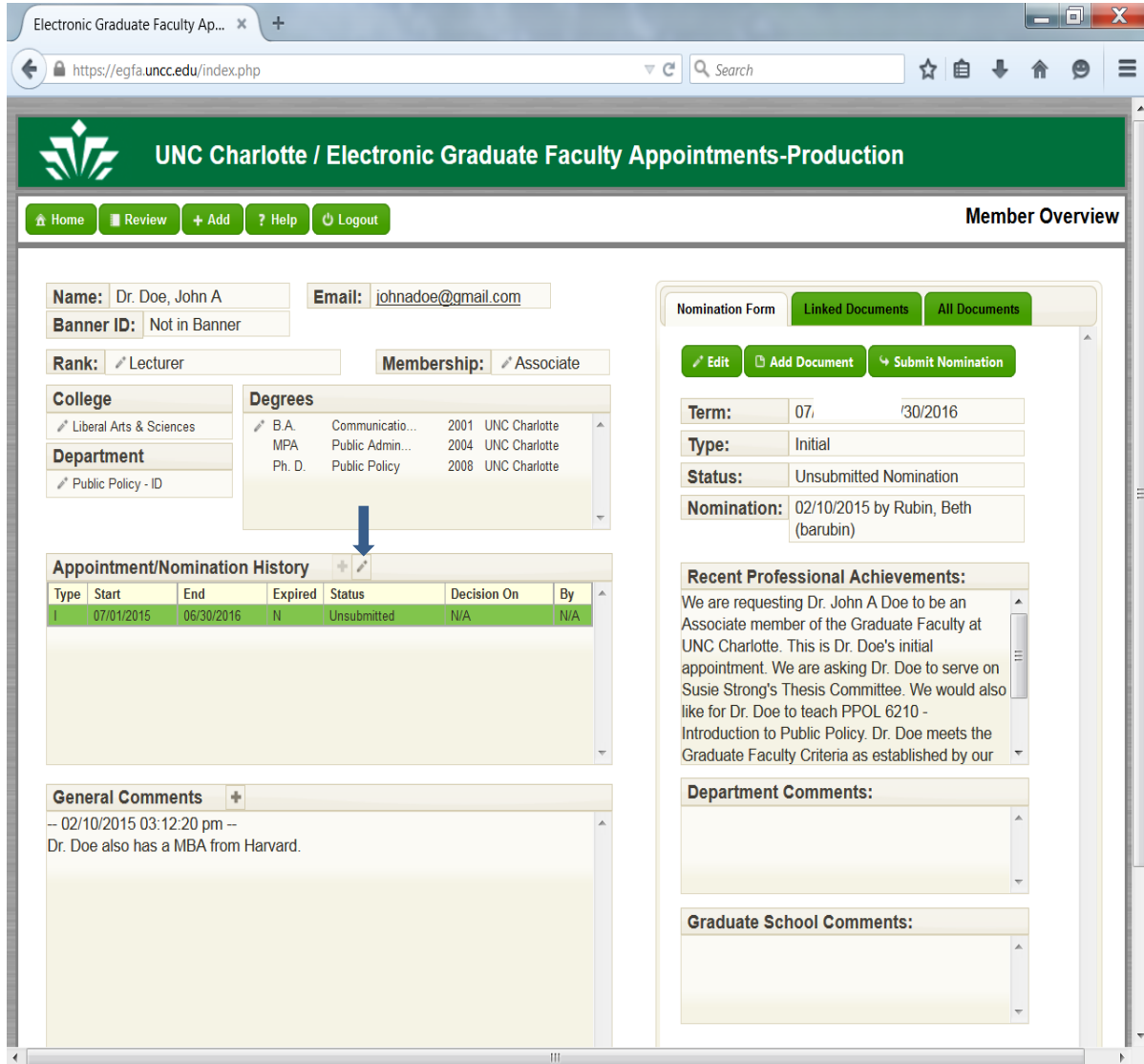
Nomination: 07/01/2009 by Entered by

Recent Professional Achievements:

Department Comments:

Graduate School Comments: Legacy record. Nomination active on 7/1/09-6/30/14, by

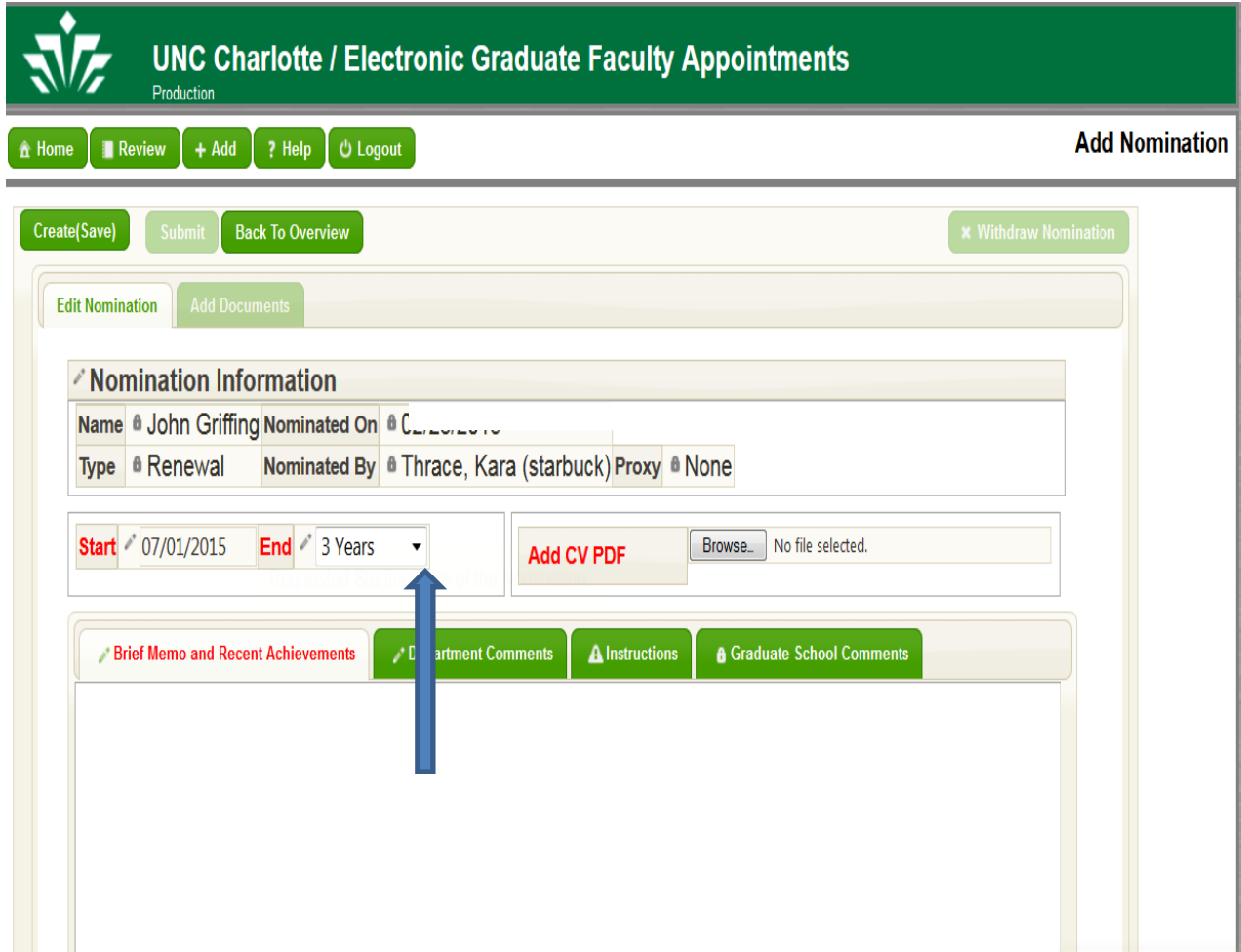
Click on the Plus Icon  in the Appointment/Nomination History area.



The screenshot shows the 'UNC Charlotte / Electronic Graduate Faculty Appointments-Production' web application. The interface includes a navigation bar with 'Home', 'Review', '+ Add', '? Help', and 'Logout' buttons, and a 'Member Overview' section for Dr. John A. Doe. The member's details include Name, Email, Rank (Lecturer), Membership (Associate), College (Liberal Arts & Sciences), and Department (Public Policy - ID). A 'Degrees' table lists three degrees: B.A. in Communication (2001), MPA in Public Administration (2004), and Ph.D. in Public Policy (2008). Below this is the 'Appointment/Nomination History' table, which contains one entry with a plus icon in its header. A blue arrow points to this plus icon. The right sidebar contains a 'Nomination Form' section with buttons for 'Edit', 'Add Document', and 'Submit Nomination', along with fields for Term, Type, Status, and Nomination details. Below this are sections for 'Recent Professional Achievements', 'Department Comments', and 'Graduate School Comments'.

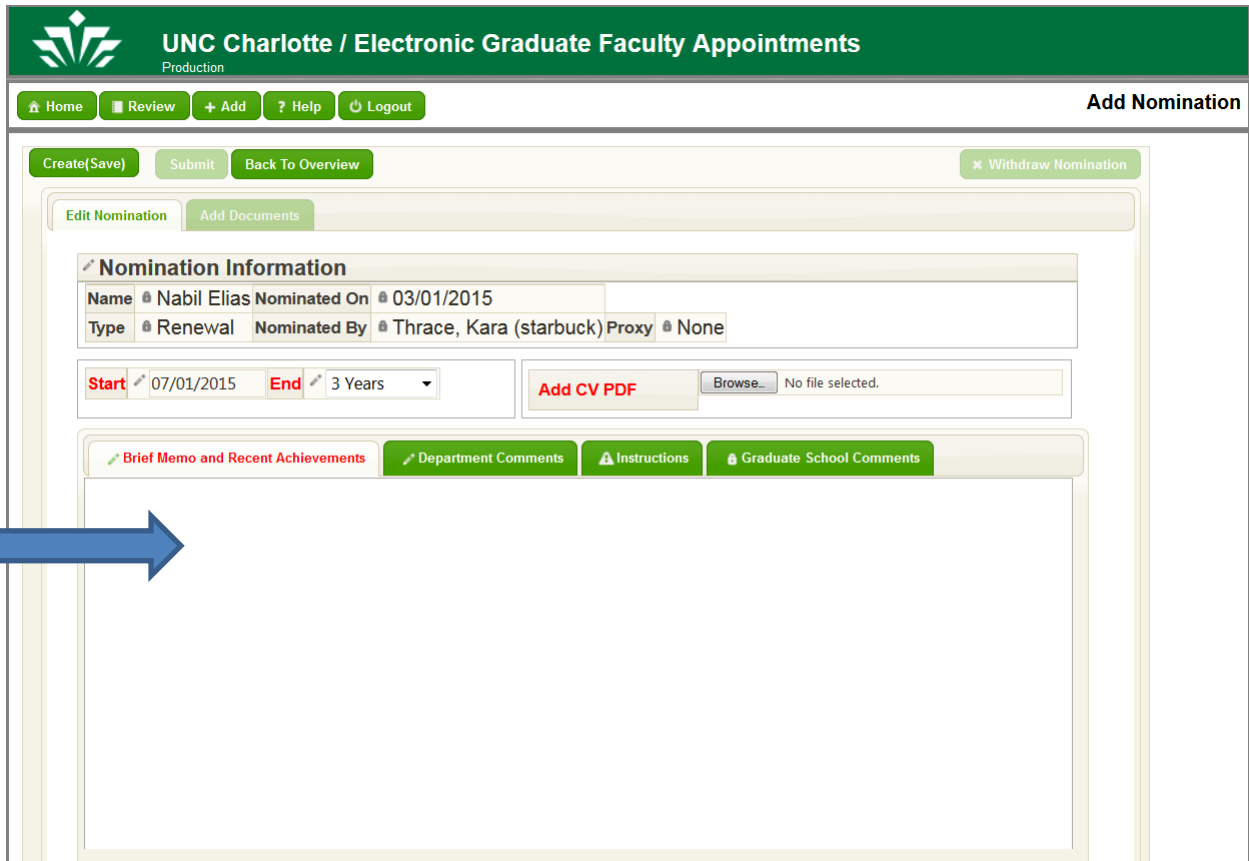
Type	Start	End	Expired	Status	Decision On	By
I	07/01/2015	06/30/2016	N	Unsubmitted	N/A	N/A

You will then be taken to the *Add Nomination* Page.



Select the appropriate appointment term by clicking on the down arrow next to the **End** field. Initial appointments are for three years while reappointments are for five years. Note, Associate members can have from 1-5 year reappointment terms. Start dates will always begin July 1 of the current year and the end date will always be June 30 three or five years out. For example, a three year term above will be: Start: **07/01/2015** and End: **06/30/2018**. A 5-year term would be: Start: **07/01/2015** and End: **06/30/2020**.

Next, click in the box labeled **Brief Memo and Recent Achievements**. This is the area you will communicate the reason for this nomination to the Graduate School Dean. This field can be completed in place of the brief memo, but please be thorough. If you prefer to upload a brief memo, you can upload as a *Letter of Recommendation*, please state “See attached letter of recommendation” in this memo box, as it requires text in this field to proceed.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review + Add ? Help Logout Add Nomination

Create(Save) Submit Back To Overview Withdraw Nomination

Edit Nomination Add Documents

Nomination Information

Name	Nabil Elias	Nominated On	03/01/2015	
Type	Renewal	Nominated By	Thrace, Kara (starbuck) Proxy	None

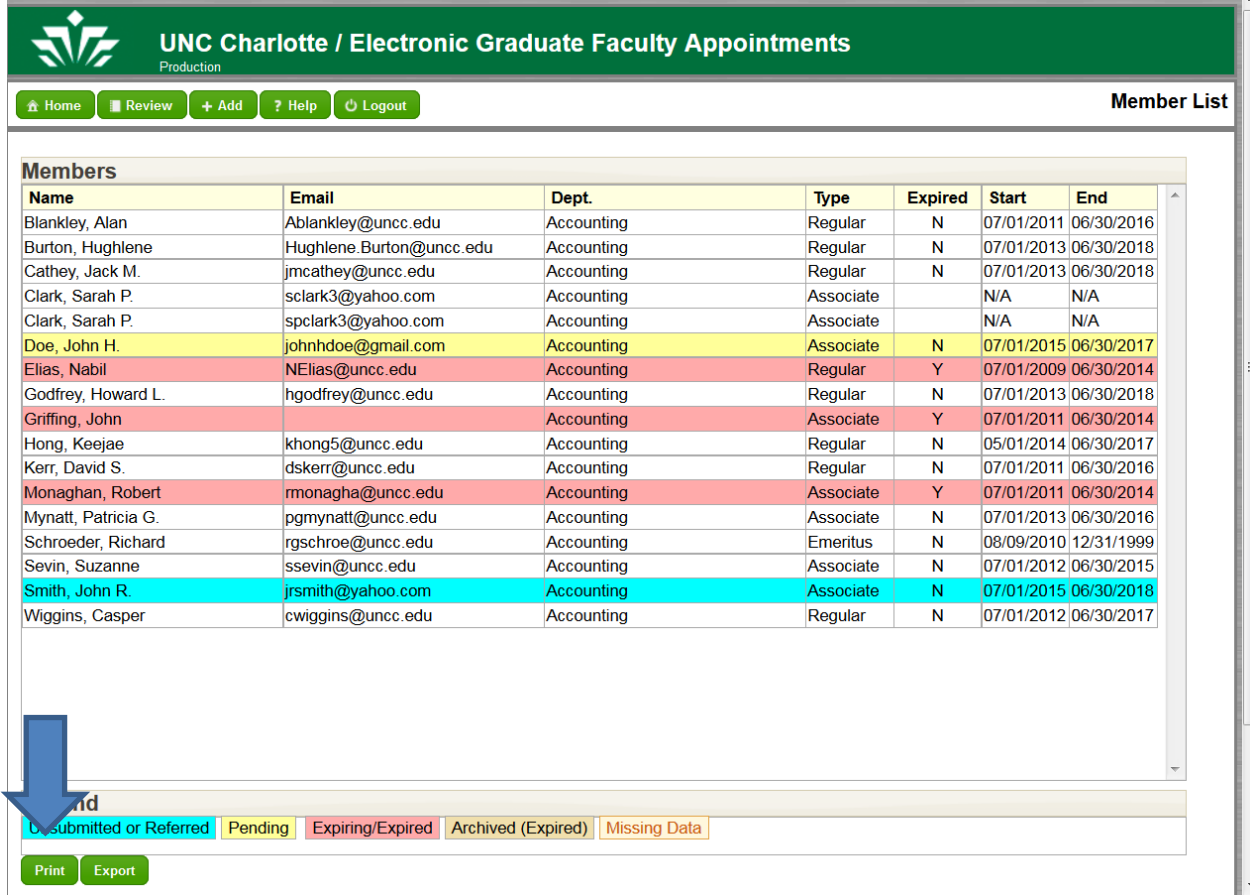
Start 07/01/2015 End 3 Years Add CV PDF Browse... No file selected.

Brief Memo and Recent Achievements Department Comments Instructions Graduate School Comments

To complete nomination process, please refer to pages 15 – 17. After reviewing the information in the Member Overview for accuracy, you can then select Select Nomination.

Printing Graduate Faculty List Reports

Click on the Review tab. Click Print at the bottom of the screen.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review + Add ? Help Logout Member List

Name	Email	Dept.	Type	Expired	Start	End
Blankley, Alan	Ablankley@uncc.edu	Accounting	Regular	N	07/01/2011	06/30/2016
Burton, Hughlene	Hughlene.Burton@uncc.edu	Accounting	Regular	N	07/01/2013	06/30/2018
Cathey, Jack M.	jmcathey@uncc.edu	Accounting	Regular	N	07/01/2013	06/30/2018
Clark, Sarah P.	sclark3@yahoo.com	Accounting	Associate		N/A	N/A
Clark, Sarah P.	spclark3@yahoo.com	Accounting	Associate		N/A	N/A
Doe, John H.	johnhdoe@gmail.com	Accounting	Associate	N	07/01/2015	06/30/2017
Elias, Nabil	NElias@uncc.edu	Accounting	Regular	Y	07/01/2009	06/30/2014
Godfrey, Howard L.	hgodfrey@uncc.edu	Accounting	Regular	N	07/01/2013	06/30/2018
Griffing, John		Accounting	Associate	Y	07/01/2011	06/30/2014
Hong, Keejae	khong5@uncc.edu	Accounting	Regular	N	05/01/2014	06/30/2017
Kerr, David S.	dskerr@uncc.edu	Accounting	Regular	N	07/01/2011	06/30/2016
Monaghan, Robert	rmonagha@uncc.edu	Accounting	Associate	Y	07/01/2011	06/30/2014
Mynatt, Patricia G.	pgmynatt@uncc.edu	Accounting	Associate	N	07/01/2013	06/30/2016
Schroeder, Richard	rgschroe@uncc.edu	Accounting	Emeritus	N	08/09/2010	12/31/1999
Sevin, Suzanne	ssevin@uncc.edu	Accounting	Associate	N	07/01/2012	06/30/2015
Smith, John R.	jrsmith@yahoo.com	Accounting	Associate	N	07/01/2015	06/30/2018
Wiggins, Casper	cwiggins@uncc.edu	Accounting	Regular	N	07/01/2012	06/30/2017

Submitted or Referred Pending Expiring/Expired Archived (Expired) Missing Data

Print Export

You can also click on Export in the same location, to download your graduate faculty list into an Excel spreadsheet to sort.