Interim Grad Fac Application – Dynamic Forms – Instructions for Applicants

The form is available that the link:
https://etsupws.etsu.edu/DynamicForms?targetURL=https://dynamicforms.ngwebsolutions.com/Submit/Start/343f4ebe-362a-4367-bddf-4030f39d6283

If you need any technical assistance, reach out to gradtech@etsu.edu

Note: ALL ETSU email addresses should be entered in the following format: username@etsu.edu! Please do not use @mail.etsu.edu as this will not work properly with ETSU's Single Sign On (SSO) system used with Dynamics Forms.

1. Enter your graduate program coordinator's first name, last name, and ETSU email address.
2. Enter the first name, last name, and ETSU email address for your department chair.
3. Enter the first name, last name, and ETSU email address for your academic college dean (e.g. College of Arts and Sciences, Clemmer College, etc.).
4. Select "Next"
5. Complete the General Info section with your department, graduate program, current academic rank, year of initial appointment, highest degree earned, year earned, and discipline.
6. Upload a PDF copy of your CV.
7. Upload a PDF file containing a list of graduate courses taught at ETSU during the last review period. Include course number, title, and semester(s)/year(s) taught.
8. Upload a PDF file containing a list of graduate courses taught at institutions other than ETSU during the last review period. Include course number, title, and semester(s)/year(s) taught.
9. If the file in Step 8 lists any courses, please provide an explanation and any clarifications in the text box.
10. Upload a PDF file containing a list of graduate student advisory committees served on during the review period. (Note: For thesis/dissertation committees, a search of ETSU's Digital Commons thesis and dissertations repository (https://dc.etsu.edu/etd/) will provide a list.
11. Upload a PDF file containing a list of graduate student thesis/dissertation committees chaired during the review period.
12. Enter any additional contributions to your graduate program in the textbox
13. Enter details of any major departmental, college, university or professional leadership in graduate education.
14. Select "Next"
15. Select "Next" to move past your graduate program coordinator's page.
16. Select "Next" to move past your department chair's page.
17. Select "Next" to move past your academic college dean's page.

18. Select "Next" to move past the Administrative Review page.
19. Sign the Form.
20. The "Thank you" page will appear confirming that your form has been successfully submitted.

Interim Grad Fac Application – Dynamic Forms – Instructions for Program Coordinators

1. Select "Next" to move past the Routing Information.
2. Review the Applicant information. Click on any documents to download a copy. Select "Next" to move to the next page.
3. List any Anticipated Participation in Graduate Education in the textbox.
4. List any Narrative Comments in the textbox.
5. Select a Recommended Graduate Faculty Appointment Level.
6. Sign the form.
7. Select "Next" to move past your department chair's page.
8. Select "Next" to move past your academic college dean's page.
9. Select "Next" to move past the Administrative Review page.
10. Sign the Form.
11. The "Thank you" page will appear confirming that your form has been successfully submitted.

Interim Grad Fac Application – Dynamic Forms – Instructions for Department Chairs

1. Select "Next" to move past the Routing Information.
2. Review the Applicant information. Click on any documents to download a copy. Select "Next" to move to the next page.
3. Select "Next" to move past your graduate program coordinator's page.
4. Select whether the Applicant has Appropriate Credentials for Graduate Faculty Status.
5. Enter an Explanation of the Applicant's Credentials in the textbox.
6. List any Narrative Comments in the textbox.
7. Select the Recommended Graduate Faculty Appointment Level.
8. Sign the form.
9. Select "Next" to move past your academic college dean's page.
10. Select "Next" to move past the Administrative Review page.
11. Sign the Form.
12. The "Thank you" page will appear confirming that your form has been successfully submitted.

Interim Grad Fac Application – Dynamic Forms – Instructions for College Dean

1. Select "Next" to move past the Routing Information.
2. Review the Applicant information. Click on any documents to download a copy. Select "Next" to move to the next page.
3. Select "Next" to move past your graduate program coordinator's page.
4. Select "Next" to move past your department chair's page.
5. List any Narrative Comments in the textbox.
6. Select the Recommended Graduate Faculty Appointment Level.
7. Select "Next" to move past the Administrative Review page.
8. Sign the Form.
9. The "Thank you" page will appear confirming that your form has been successfully submitted.