What is eGFA?
This is a new process facilitated by a web-based tool for the purpose of nominating and managing requests for Graduate Faculty membership at UNC Charlotte. Based on customer feedback, having the option to submit requests electronically is faster and more efficient than the current process which is mostly manual. This new 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.

Why the switch?
The old process was outdated, from the cost of paper/printing to a sometimes unreliable delivery method. The new process is stream-lined and more efficient. The manual process of printing is eliminated and the electronic workflow process allows department chairs or designated proxies to review their graduate faculty, edit, nominate and submit requests from any secure workstation.

What do I need to use the system?
Any modern web browser should work, but we’ve had the best results with Google Chrome. iOS devices (smart phones) are currently not fully supported due to differences in the mobile Safari browser; however Full Mac Desktop Safari works in initial testing.

What if I find data that is incorrect?
Sometimes data doesn’t convert cleanly when moving to a new system. While we endeavored to ensure the major elements were included, it is certainly possible some data may not have transferred correctly. Simply give us a call; we can easily make corrections. The Contact information is included at the end of this section.

What if I need assistance?
The Graduate School fully supports this application and it is housed on the university’s IT system server. We will work with you to ensure that you can view, edit and submit your nomination requests. If you have any technical issues with choosing a new browser (Google Chrome or Firefox), ITS can walk you through the process. Just dial (7-5500), and follow the prompts for Faculty/Staff support.

Contact Information

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Loggin Into eGFA

Click on link.  https://egfa.uncc.edu
Any modern web browser should work, but we’ve had the best results working with Google Chrome. iOS devices (smart phones) are not currently supported due to differences in the mobile Safari browser; however Full Mac Desktop Safari works in initial testing.

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

**Home Tab**

The Home page gives you an overview of the status of your 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 by the Dean. 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.

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

Add Tab

This page is used to add a new 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 members are essentially everyone else (Lecturers, Adjunct, Clinical Professors, Research Associates, Visiting faculty, 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. For more information on graduate faculty appointments, please visit the Graduate School’s website:

http://graduateschool.uncc.edu/graduate-faculty-appointment

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

Reappointment box – The reappointment box is just a 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.

Help Tab

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

Clicking this tab allows you to logout of the system. If you have clicked SAVE after making edits, logging out will not lose any edits or revisions.
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 rank, membership type, appointment term, as well as the status of a pending nomination. The status of this nomination is Unsubmitted. See Appointment/Nomination History text box, listed under Status heading.
General member information can be found in the left column of the page and updated as often as changes occur. The Nomination Form located in the right column, is viewable at any time, but only editable before the nomination is submitted for the Dean’s Review. If the Pencil icon is grayed out, this means you cannot edit this field at this time.

The *Linked Documents* tab allows you to view any documents linked to the currently selected nomination. The *All Documents* tab will list all documents attached to this nomination form (i.e., CV, Letter of Recommendation, AA-21, etc.).

### Adding a new nomination (Associate or Regular member)

Before you begin, you will need a current CV or resumé and a brief memo. You can opt to enter the nomination request (brief memo) in the Appointment/Nomination History text 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. Click on the link below to access the AA-21 Exceptions form: [http://provost.uncc.edu/sites/provost.uncc.edu/files/fields/form/form_file/aa-21.docx](http://provost.uncc.edu/sites/provost.uncc.edu/files/fields/form/form_file/aa-21.docx)
• Click on the Add tab. Verify that the person you are entering is new, their name should not be listed in the Reappointment box or you may create a duplicate record for the same person.

• Next, check the box: then click Add Unlisted member.

If you know the Banner ID Number, type it in the ID Number box. If you don’t 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 of the fields shown (email addresses are very important). Click Add Member to continue. Once you click Add, that person is then added to 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.
After you click Add, this screen will display. Read and then click Close Help to continue.

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.

Email addresses are very important. This is how we will send the appointment letters.
Once Rank, Membership, College, Degrees and Department fields have been entered, click on the Plus sign next to Appointment/Nomination History heading.

Next, select the appropriate appointment term by clicking on the down arrow next to End below. Initial appointments for Regular and Associate members are 3 years. Re-appointment terms for Associate members are 3 years. Re-appointment terms for Regular members are 5 years. Some exceptions (one or two year terms) can be made for Associate members to serve on a Thesis/Dissertation committee by calling our office.
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 take the place of the brief memo. Please be thorough in your documentation if you are using the text box below. If you prefer to use a standard department memo, you can upload the document as a *Letter of Recommendation*, and type “See attached letter of recommendation” in this memo box, as it does require text in the field to proceed.
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 course number. If the member is serving on a thesis/dissertation committee, please state this and add the student’s name. You can also make a general statement that you would like to use their expertise to serve on Thesis and/or Dissertation committees for the department. Please include any other pertinent information that will help the Dean in his review for approval. If your nominee does not possess the terminal degree, you must upload a completed AA-21 form. You can submit the nomination and state that you have submitted the aa-21 form for approval.

For new **appointments for Regular members**, please make sure the nominee meets your department’s graduate faculty criteria as a Regular Graduate Faculty member and give some background on the nominee’s addition to the UNC Charlotte faculty (i.e., the nominee joined your department in the fall as an (Assistant, Associate or Professor, depending on the experience level), and will be working with graduate students or graduate programs, etc.).

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

If you have uploaded all appropriate documents, click on the Create/Save tab from the Add Nomination page.
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. 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*. 
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.

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.
The Member Overview screen will display. Please confirm that the information shown is still current; for example, confirm that the member’s rank is current. In this instance, he is an Associate Professor. If the classification has changed, double-click on the pencil icon next to Rank and update from the drop down box. If your individual has a classification that is not listed, please contact our office. Using the individual’s CV, confirm that all of the degree fields are complete. After verifying accuracy for all fields, you can proceed to the Appointment/Nomination History field.
Click on the Plus Icon in the Appointment/Nomination History area.
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. Re-appointment terms for Associate members are 3 years. Re-appointment terms for Regular members are 5 years. Some exceptions (one or two year terms) can be made for Associate members to serve on Thesis/Dissertation committees by calling our office. Start dates will always begin July 1 of the current year and the end date will always be June 30 of the three or five-year term. 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.

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.

You can also click on Export in the same location to download your report into an Excel Spreadsheet to sort.