

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?

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

Annette Parks, Graduate Faculty Program Manager arparks@uncc.edu 704-687-7234

Ash Bowers, Business Application Developer abower16@uncc.edu 704-687-5119

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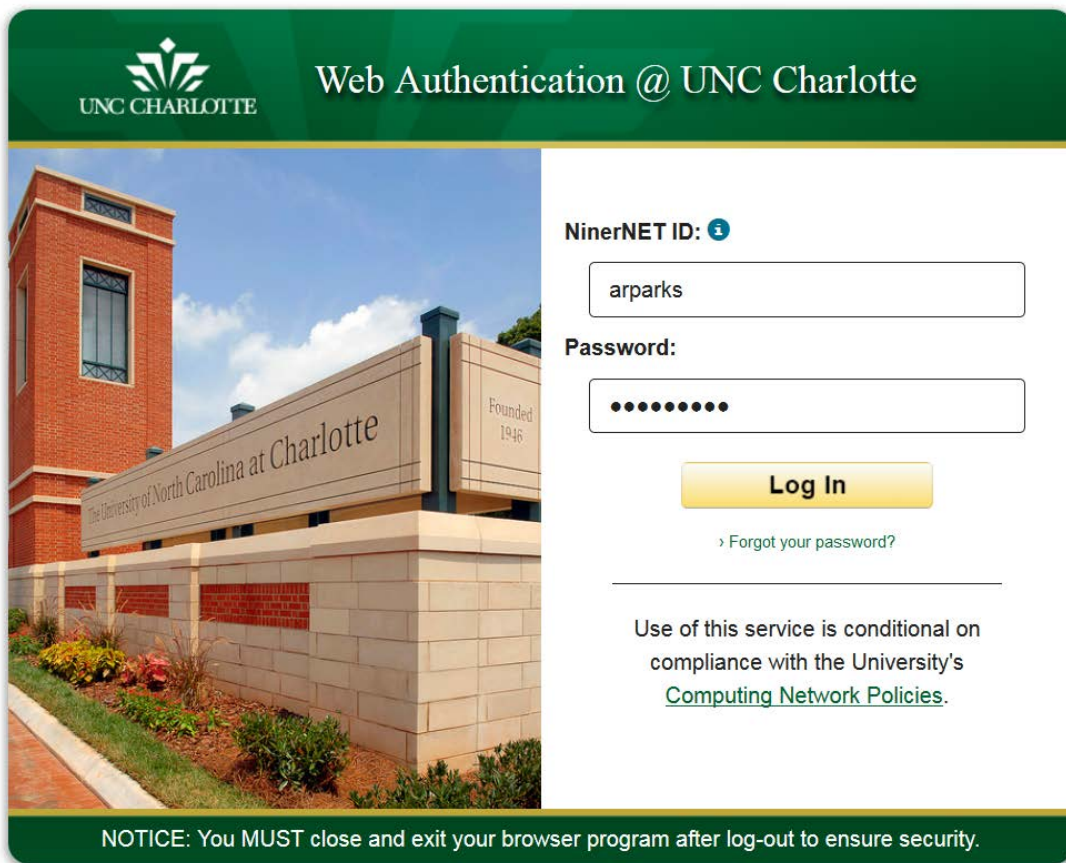
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Logging Into eGFA

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 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.



The screenshot shows a web authentication page for UNC Charlotte. The header is green with the UNC Charlotte logo and the text "Web Authentication @ UNC Charlotte". Below the header is a photograph of a brick building with a sign that reads "The University of North Carolina at Charlotte" and "Founded 1946". To the right of the photograph is a login form with the following elements:

- NinerNET ID:** A text input field containing "arparks".
- Password:** A text input field with masked characters (dots).
- Log In:** A yellow button.
- Forgot your password?:** A link with a right-pointing arrow.
- Disclaimer:** A line of text stating "Use of this service is conditional on compliance with the University's [Computing Network Policies](#)."

At the bottom of the page, a green banner contains the text: "NOTICE: You MUST close and exit your browser program after log-out to ensure security."

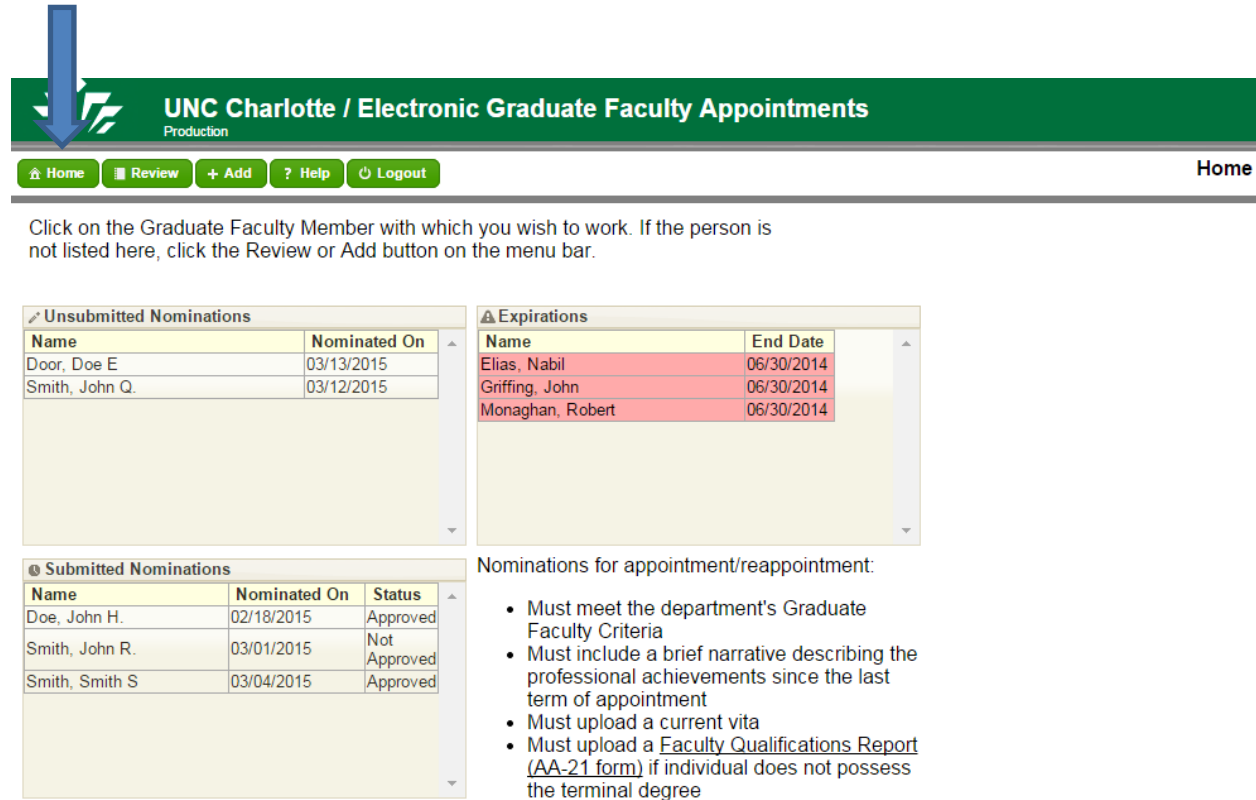
Home Tab

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 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.



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.

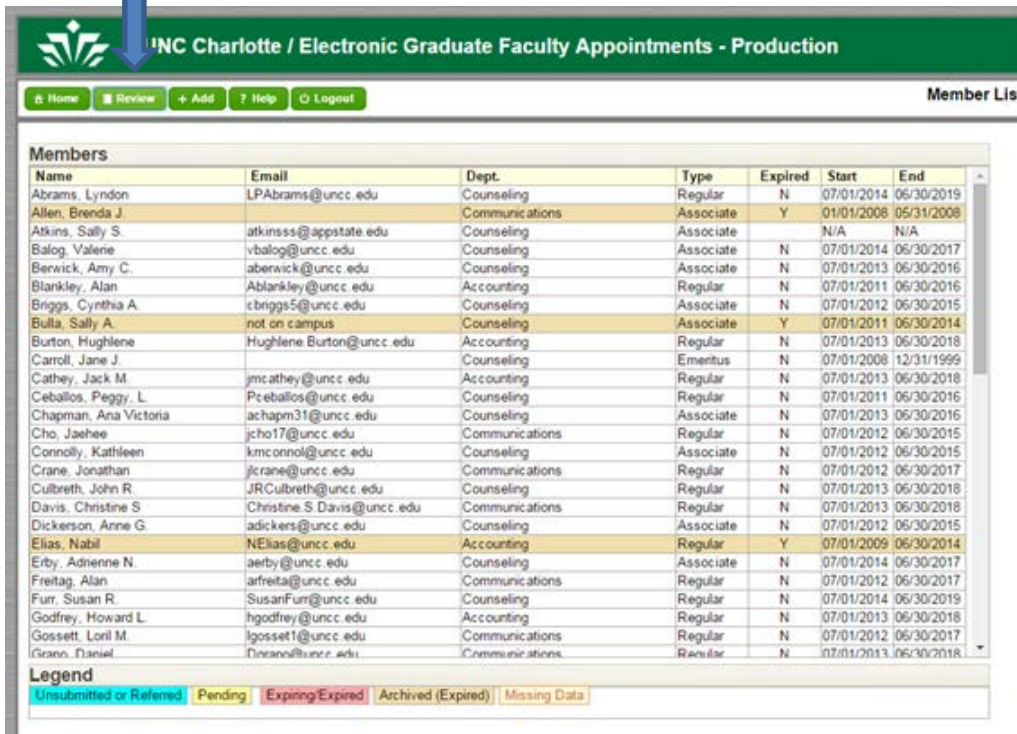
Un-submitted or Referred – These nominations can be in either of two stages – the nomination could have been started, but has not been submitted to the Graduate School for review, or has been returned to you for additional information. The nomination form can be edited at this time.

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



UNC Charlotte / Electronic Graduate Faculty Appointments - Production

Member List

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.	atkinss@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, Jaehae	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, Loril 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

Legend

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

+ Add/Reappoint Tab

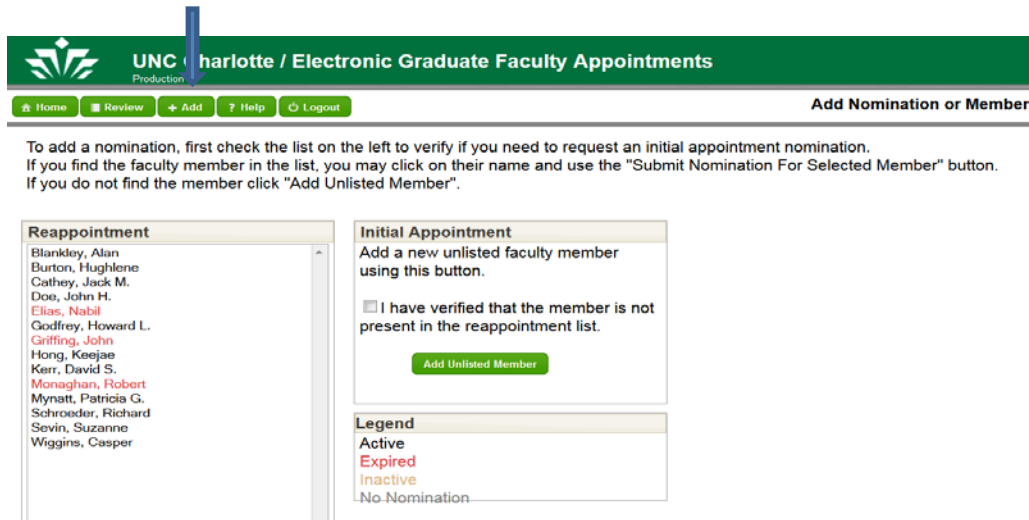
This page is used to add a new or reappoint an existing Associate or Regular Graduate Faculty member. There are 4 member categories: Regular, Associate, Emeritus and Administrative. You will mainly be working with Regular and Associate memberships. Regular members are tenured/tenure-track faculty on campus at UNC Charlotte. Associate 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 <https://graduateschool.uncc.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.

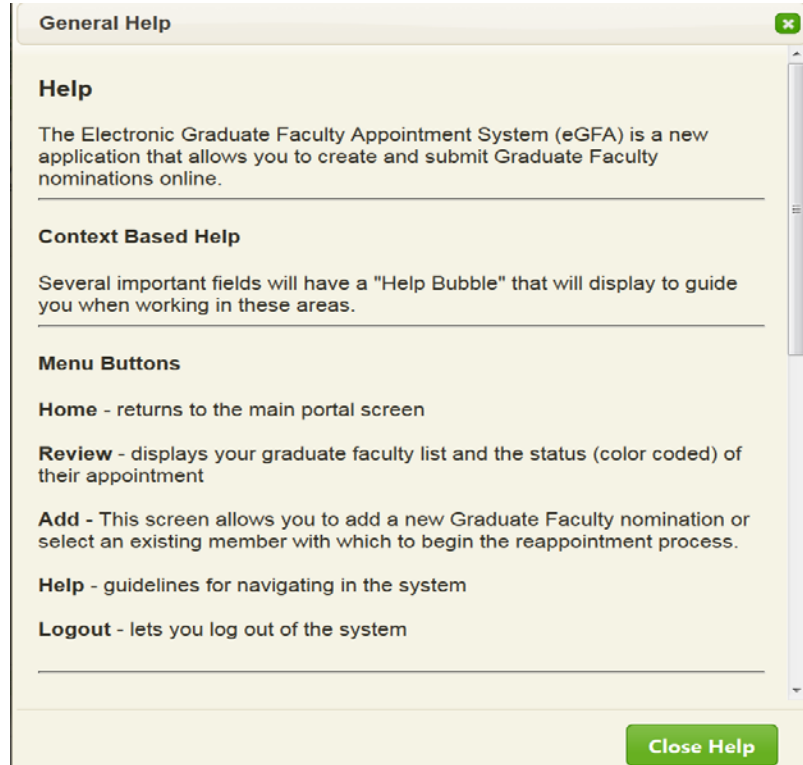
Initial Appointment box – You will use this area to add new (Initial) appointment requests for new Associates or Regular members.

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.



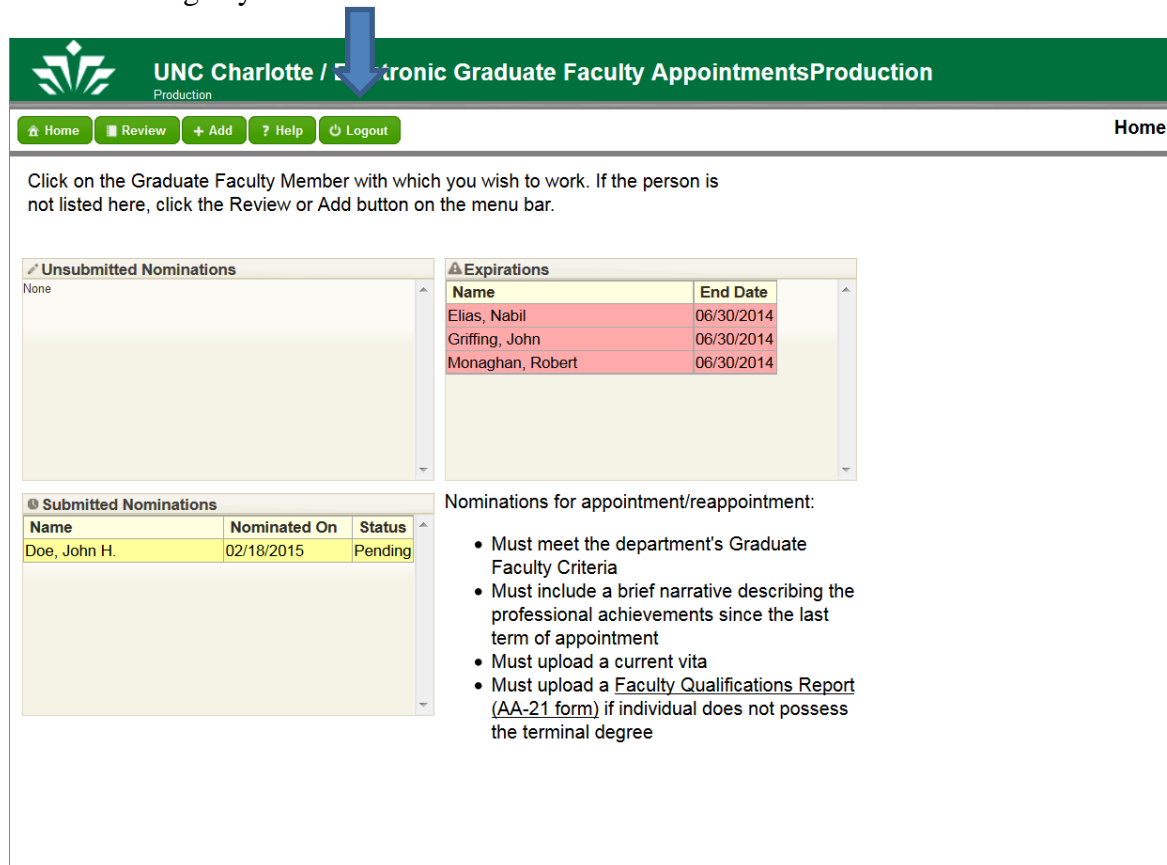
Help Tab

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



Logout

Clicking this tab allows you to logout of the system. Be sure and click SAVE after making edits to avoid losing any revisions.



The screenshot shows the top navigation bar with the UNC Charlotte logo and the text "UNC Charlotte / Electronic Graduate Faculty Appointments Production". Below the navigation bar are buttons for Home, Review, Add, Help, and Logout. A blue arrow points to the Logout button. Below the navigation bar is a message: "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 the message 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.

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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:

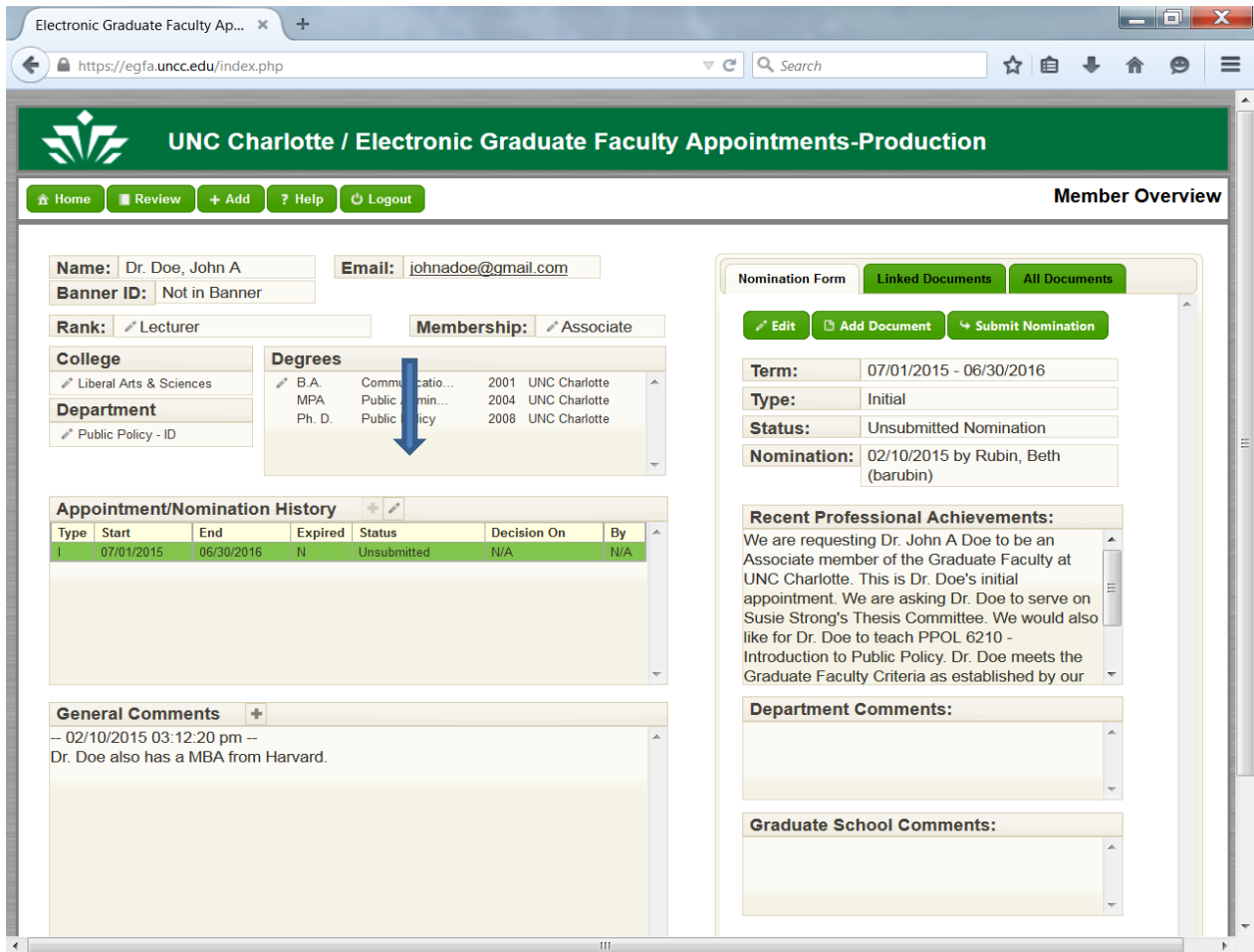
- Must meet the department's Graduate Faculty Criteria
- Must include a brief narrative describing the professional achievements since the last term of appointment
- Must upload a current vita
- Must upload a Faculty Qualifications Report (AA-21 form) if individual does not possess the terminal degree

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.).



The screenshot shows the 'Member Overview' page for Dr. John A. Doe. The interface includes a navigation bar with 'Home', 'Review', '+ Add', '? Help', and 'Logout' buttons. The member's profile information is as follows:

- Name:** Dr. Doe, John A
- Email:** johndoe@gmail.com
- Banner ID:** Not in Banner
- Rank:** Lecturer
- Membership:** Associate
- College:** Liberal Arts & Sciences
- Department:** Public Policy - ID
- Degrees:**

Degree	Year	Institution
B.A. Communication	2001	UNC Charlotte
MPA Public Admin.	2004	UNC Charlotte
Ph. D. Public Policy	2008	UNC Charlotte

The 'Appointment/Nomination History' table shows one entry:

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

The 'General Comments' section contains the text: "02/10/2015 03:12:20 pm -- Dr. Doe also has a MBA from Harvard."

The right-hand side of the page features a 'Nomination Form' section with the following details:

- Term:** 07/01/2015 - 06/30/2016
- Type:** Initial
- Status:** Unsubmitted Nomination
- Nomination:** 02/10/2015 by Rubin, Beth (barubin)

Below the nomination form are sections for 'Recent Professional Achievements', 'Department Comments', and 'Graduate School Comments', each with a text area for input.

Adding a new nomination (Associate or Regular member)

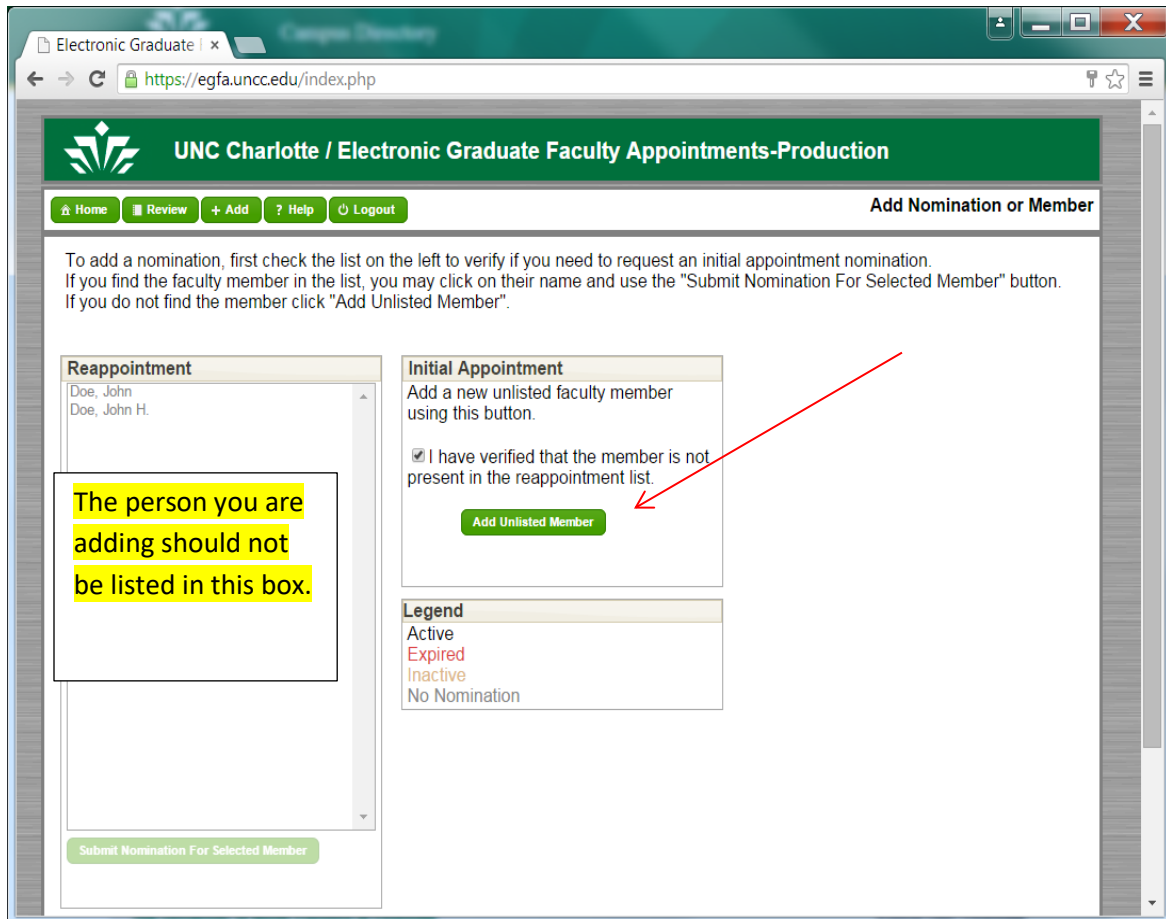
Before you begin, you will need a current CV or resumé and a brief memo. You can opt to enter the nomination request (brief memo) in the Appointment/Nomination History text box. If the Associate member does not possess the terminal (highest) degree for your program, you must complete an AA-21 form, securing 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

- 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.

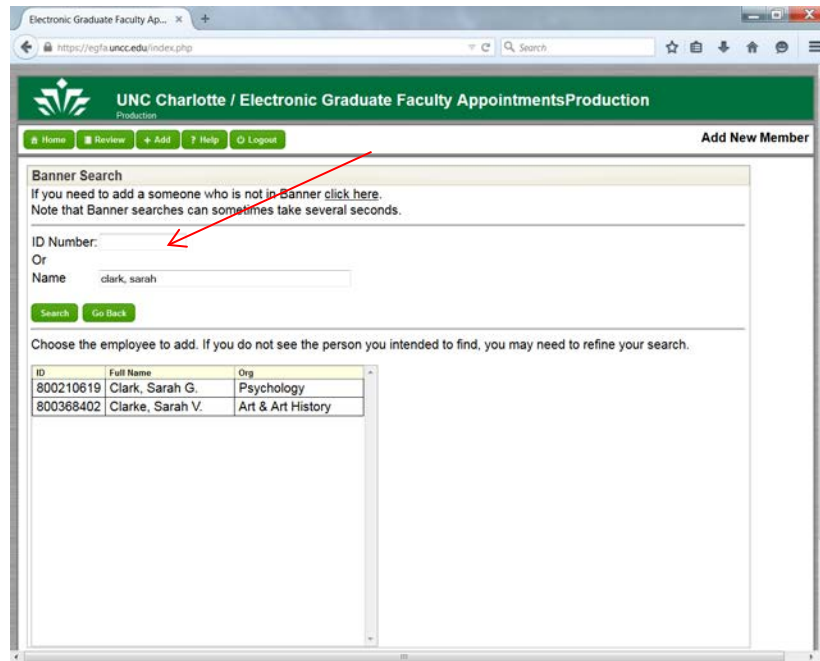
I have verified that the member is not present in the reappointment list.

- Under Initial Appointment, check : **member** then click **Add Unlisted**

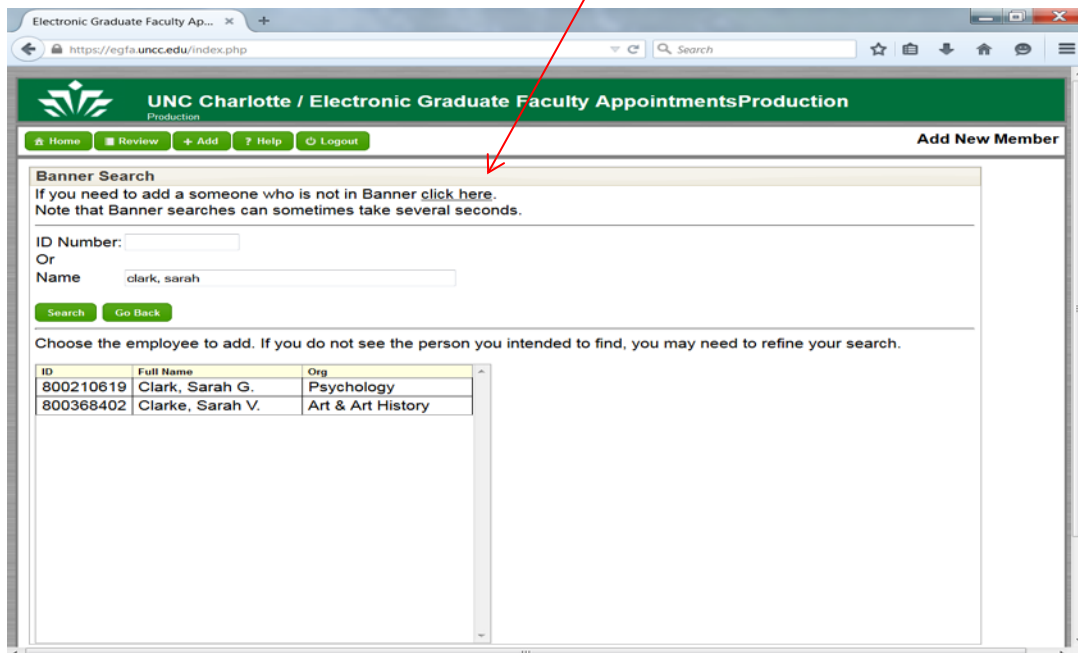


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If you know the Banner ID Number, type it in the ID Number box. If you don't know the 800#, type in the full name of the person, last name, first (Example: Clark, Sarah). Click Search. This may take a few minutes for the system to check Banner. If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

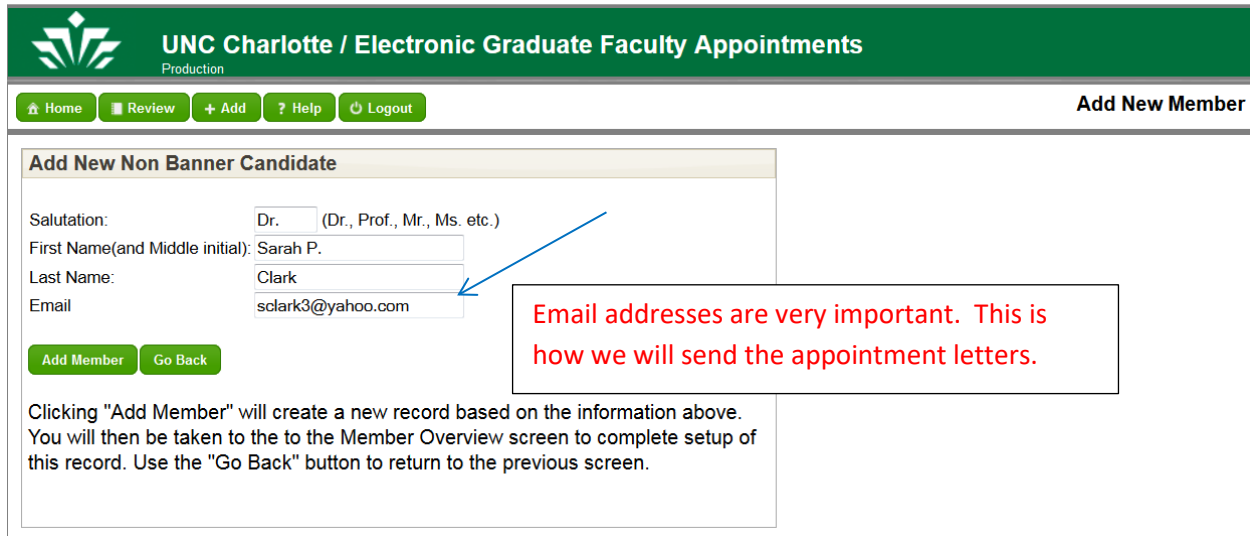


If the correct person does not appear, click [here](#) to add.



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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.



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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):

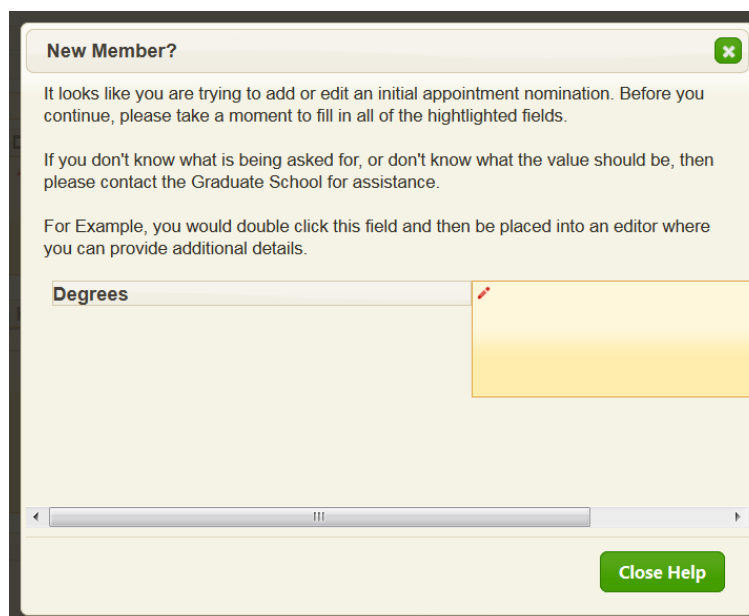
Last Name:

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.

Email addresses are very important. This is how we will send the appointment letters.

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.

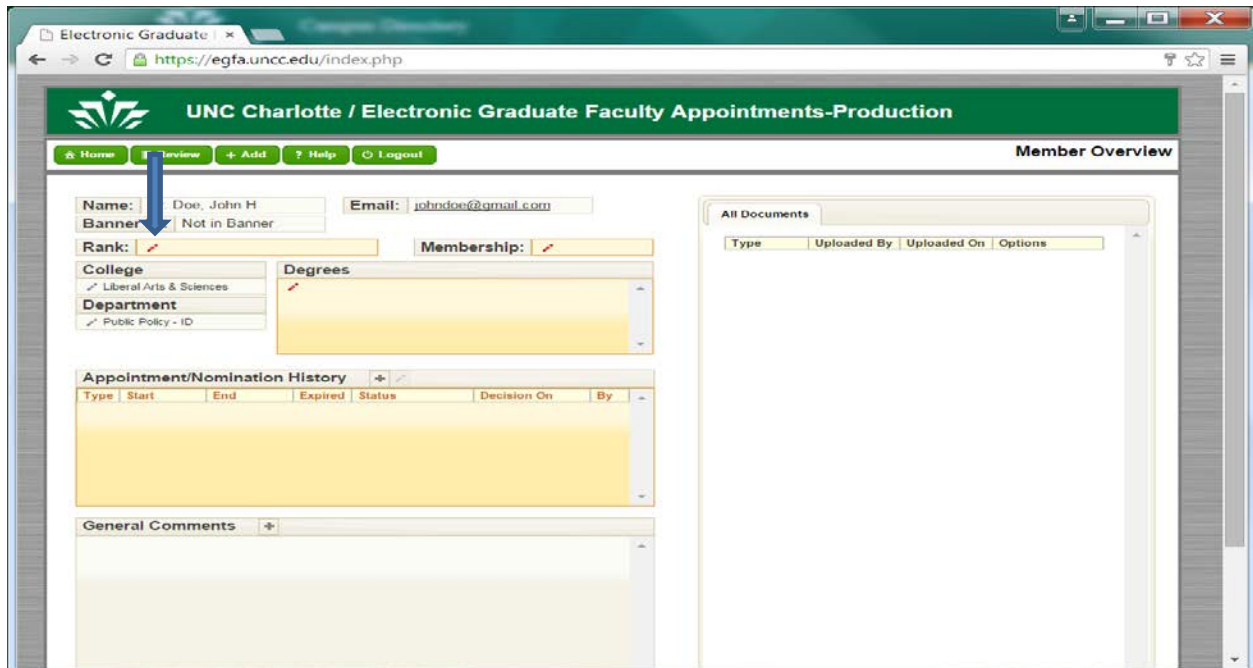
If you don't know what is being asked for, or don't know what the value should be, then please contact the Graduate School for assistance.

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

Degrees ✖

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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.



Electronic Graduate Faculty Appointments-Production

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Member Overview

Name: Doe, John H Email: johndoe@gmail.com

Banner ID: Not in Banner

Rank: [Pencil Icon] Membership: [Pencil Icon]

College: Liberal Arts & Sciences

Department: Public Policy - ID

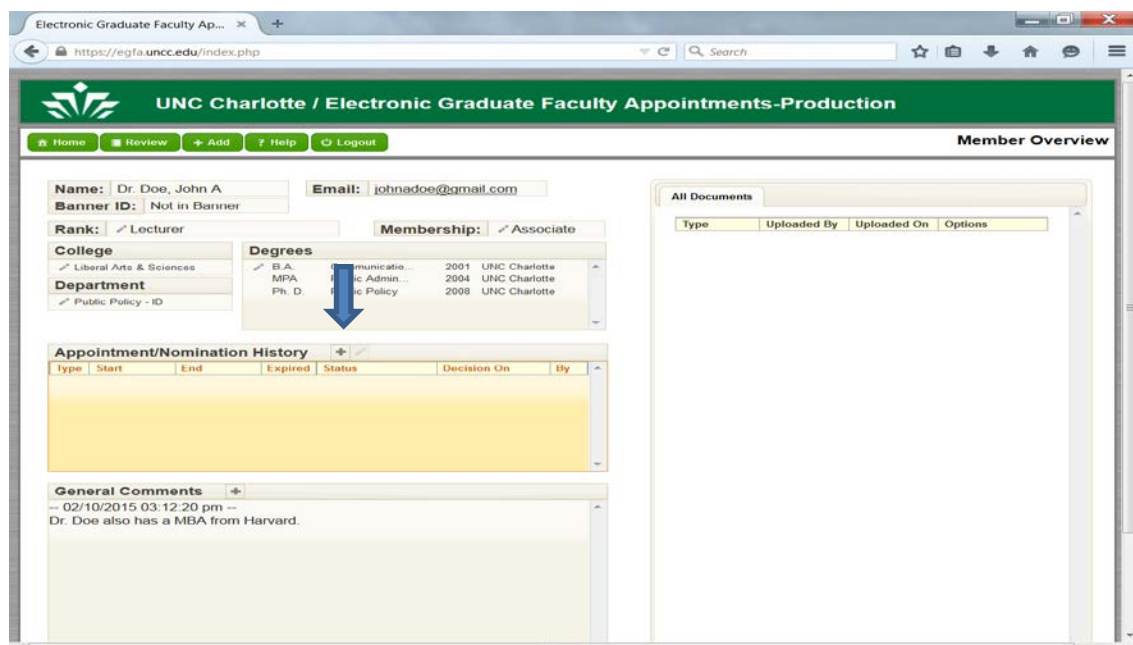
Degrees: [Pencil Icon]

Appointment/Nomination History

Type	Start	End	Expired	Status	Decision On	By
[Empty Table]						

General Comments

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



Electronic Graduate Faculty Ap...

UNC Charlotte / Electronic Graduate Faculty Appointments-Production

Member Overview

Name: Dr. Doe, John A Email: johndoe@gmail.com

Banner ID: Not in Banner

Rank: Lecturer Membership: Associate

College: Liberal Arts & Sciences

Department: Public Policy - ID

Degrees: B.A., Communicatio... 2001 UNC Charlotte; MPA, Public Admin... 2004 UNC Charlotte; Ph. D., Public Policy 2009 UNC Charlotte

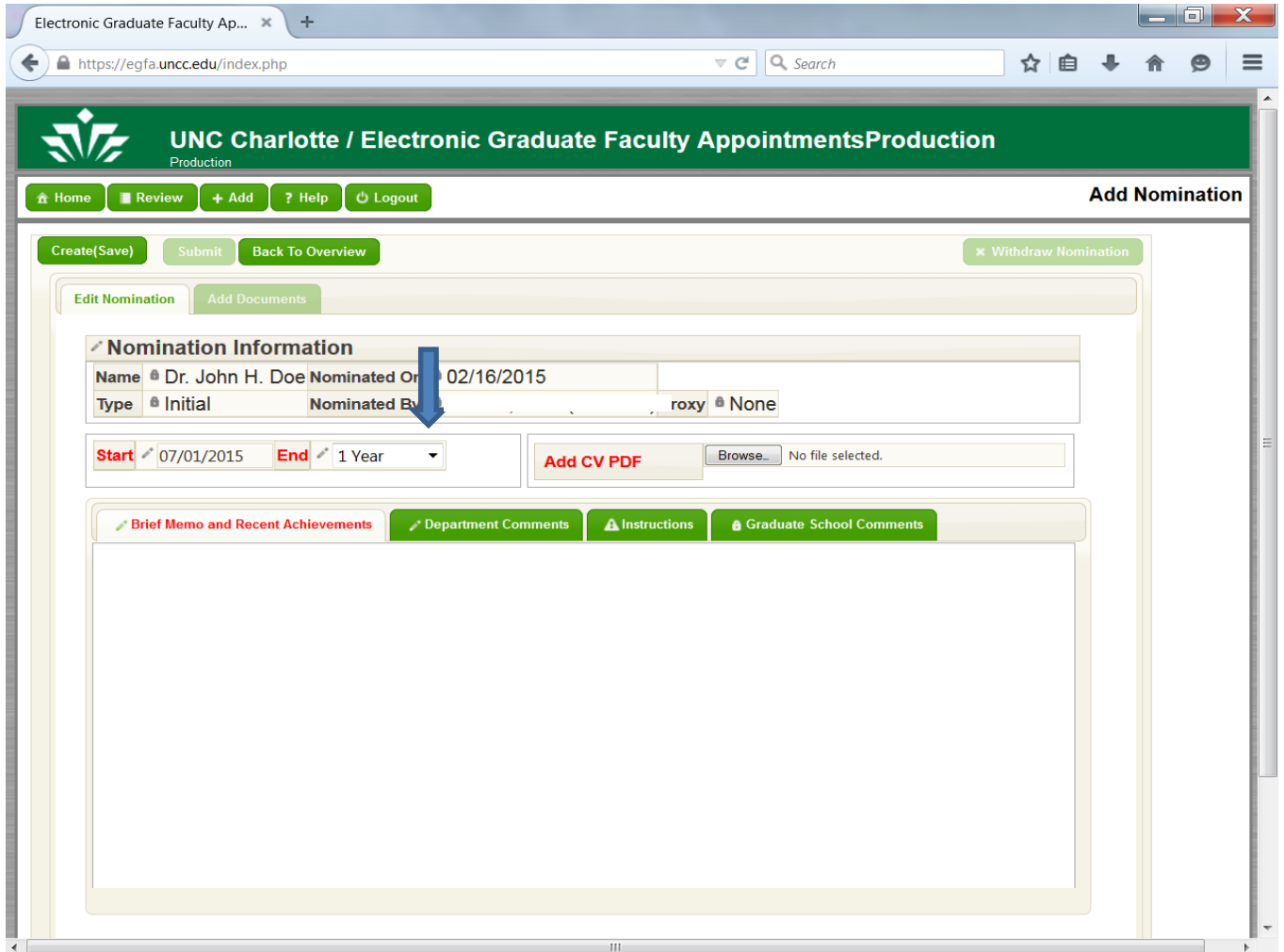
Appointment/Nomination History

Type	Start	End	Expired	Status	Decision On	By
[Empty Table]						

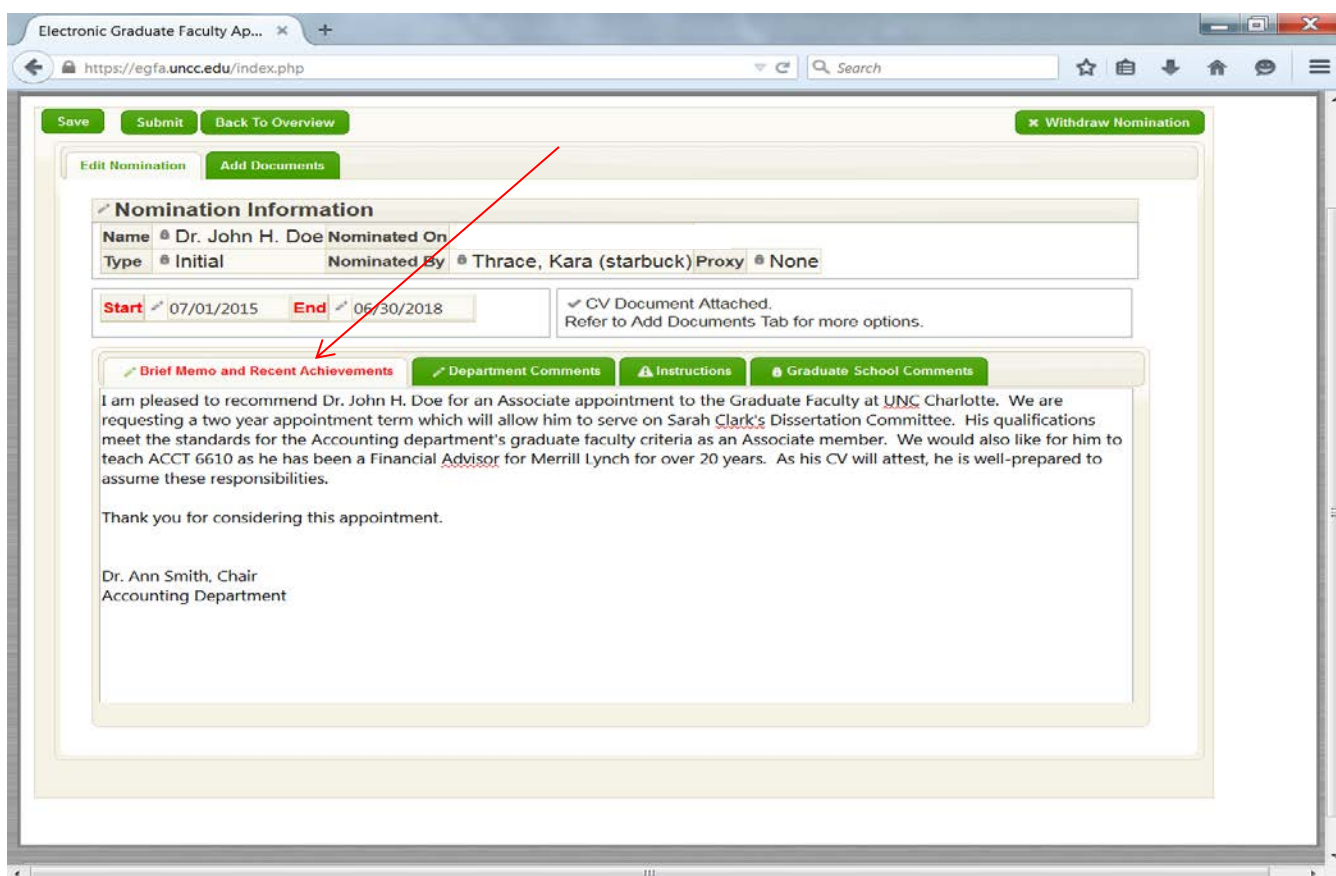
General Comments

-- 02/10/2015 03:12:20 pm --
 Dr. Doe also has a MBA from Harvard.

Next, select the appropriate appointment term by clicking on the down arrow next to **End** below. Initial appointments for Regular members are 3 years. Associate members can be nominated from 1-5 years depending on department or program need. Re-appointment terms for Regular members are 5 years.



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".



The screenshot shows the 'Electronic Graduate Faculty Appointments' web application. The browser address bar displays 'https://egfa.uncc.edu/index.php'. The page contains several tabs: 'Save', 'Submit', 'Back To Overview', and 'Withdraw Nomination'. Below these are 'Edit Nomination' and 'Add Documents' buttons. The 'Nomination Information' section includes fields for 'Name' (Dr. John H. Doe), 'Nominated On' (07/01/2015), 'Type' (Initial), and 'Nominated By' (Thrace, Kara (starbuck)). There is a checkbox for 'CV Document Attached' which is checked. Below this is a section with four tabs: 'Brief Memo and Recent Achievements' (highlighted with a red arrow), 'Department Comments', 'Instructions', and 'Graduate School Comments'. The 'Brief Memo and Recent Achievements' tab contains the following text:

I am pleased to recommend Dr. John H. Doe for an Associate appointment to the Graduate Faculty at UNC Charlotte. We are requesting a two year appointment term which will allow him to serve on Sarah Clark's Dissertation Committee. His qualifications meet the standards for the Accounting department's graduate faculty criteria as an Associate member. We would also like for him to teach ACCT 6610 as he has been a Financial Advisor for Merrill Lynch for over 20 years. As his CV will attest, he is well-prepared to assume these responsibilities.

Thank you for considering this appointment.

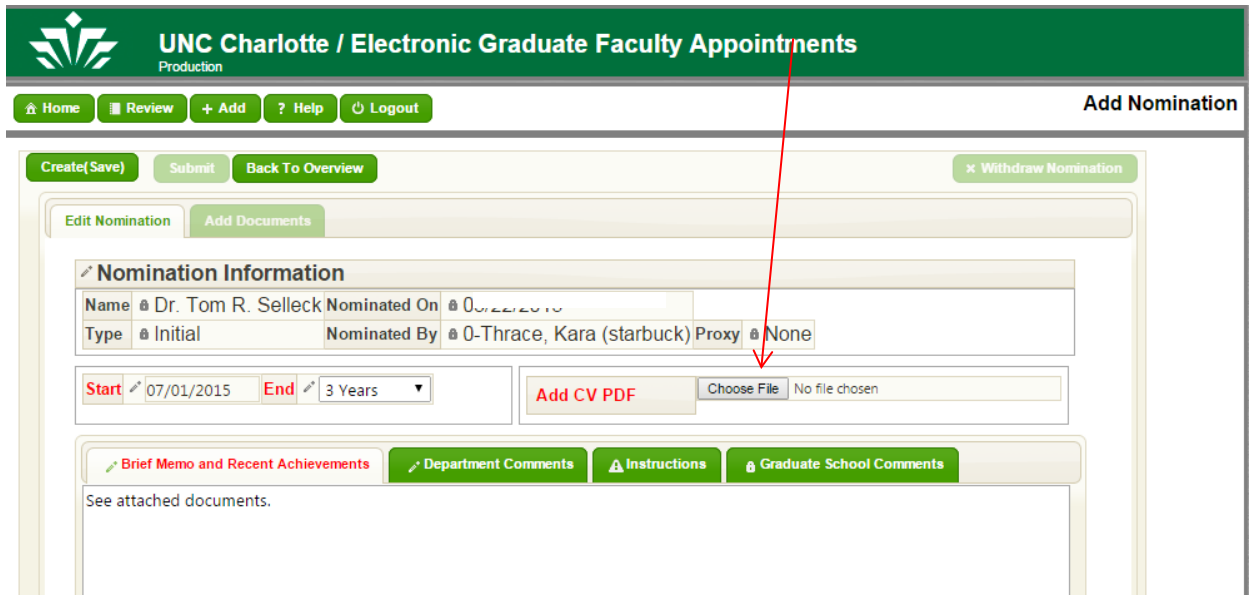
Dr. Ann Smith, Chair
Accounting Department

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 Graduate School 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.).

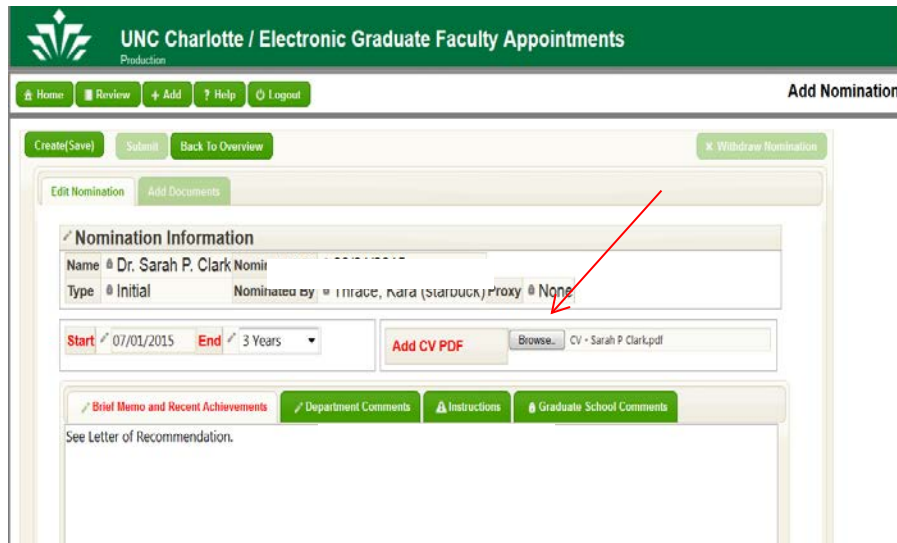
When you have either completed the memo section or stated “See attached documents”, click **Choose File** to attach a current CV and any other appropriate documents.



The screenshot displays the 'UNC Charlotte / Electronic Graduate Faculty Appointments' web application. The interface includes a navigation bar with 'Home', 'Review', 'Add', 'Help', and 'Logout' buttons, and an 'Add Nomination' button. The main content area shows a nomination form for 'Dr. Tom R. Selleck' with fields for 'Name', 'Type', 'Nominated On', and 'Nominated By'. A red arrow points to the 'Add CV PDF' button, which has a 'Choose File' sub-button. Below the form, there are tabs for 'Brief Memo and Recent Achievements', 'Department Comments', 'Instructions', and 'Graduate School Comments'. The 'Brief Memo' tab is active and contains the text 'See attached documents.'

eGFA - Electronic Graduate Faculty Appointments

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.



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Home Review Add Help Logout Add Nomination

Create(Save) Submit Back To Overview Withdraw Nomination

Edit Nomination Add Documents

Nomination Information

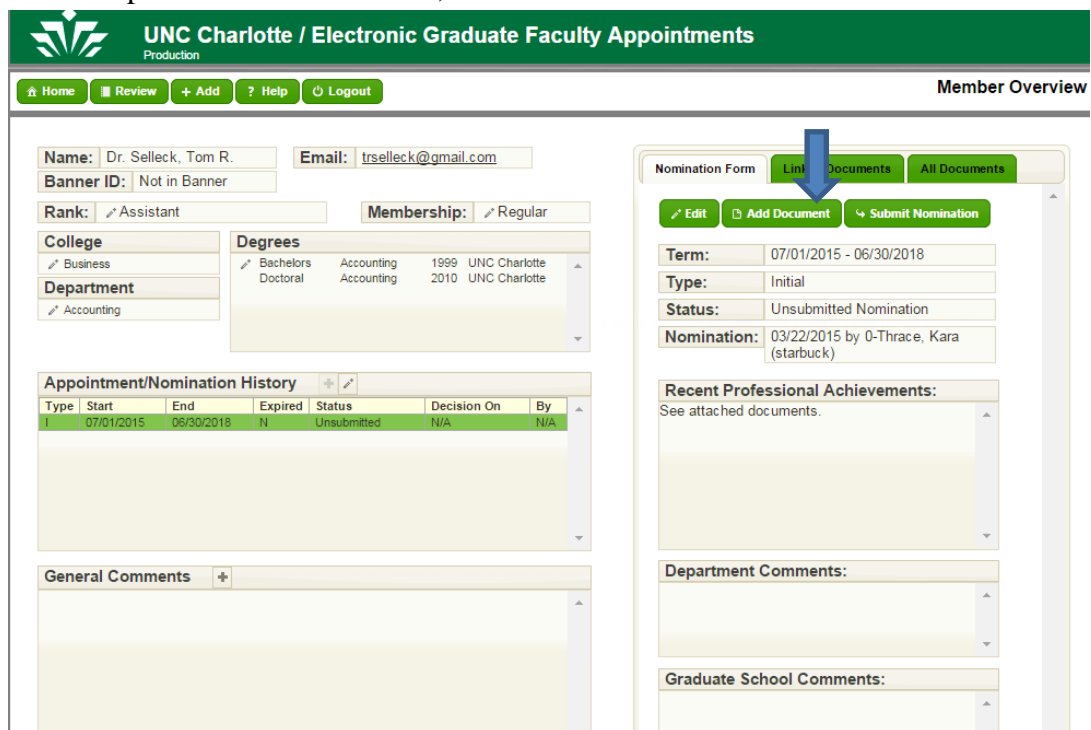
Name: Dr. Sarah P. Clark Nomini
Type: Initial Nominated by: O-Thrace, Kara (starbuck) Proxy: None

Start: 07/01/2015 End: 3 Years Add CV PDF Browse... CV - Sarah P Clark.pdf

Brief Memo and Recent Achievements Department Comments Instructions Graduate School Comments

See Letter of Recommendation.

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



UNC Charlotte / Electronic Graduate Faculty Appointments
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Home Review Add Help Logout Member Overview

Name: Dr. Selleck, Tom R. Email: tselleck@gmail.com
Banner ID: Not in Banner

Rank: Assistant Membership: Regular

College: Business Degrees: Bachelors Accounting 1999 UNC Charlotte, Doctoral Accounting 2010 UNC Charlotte
Department: Accounting

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 Link Documents All Documents

Edit Add Document Submit Nomination

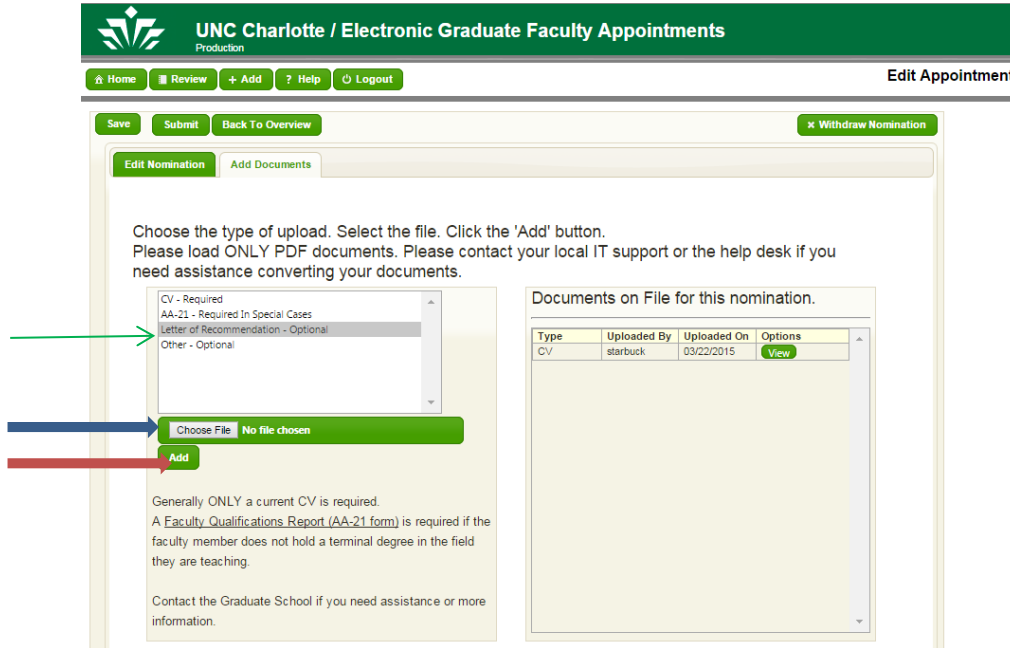
Term: 07/01/2015 - 06/30/2018
Type: Initial
Status: Unsubmitted Nomination
Nomination: 03/22/2015 by O-Thrace, Kara (starbuck)

Recent Professional Achievements:
See attached documents.

Department Comments:
Graduate School Comments:

eGFA - Electronic Graduate Faculty Appointments

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.

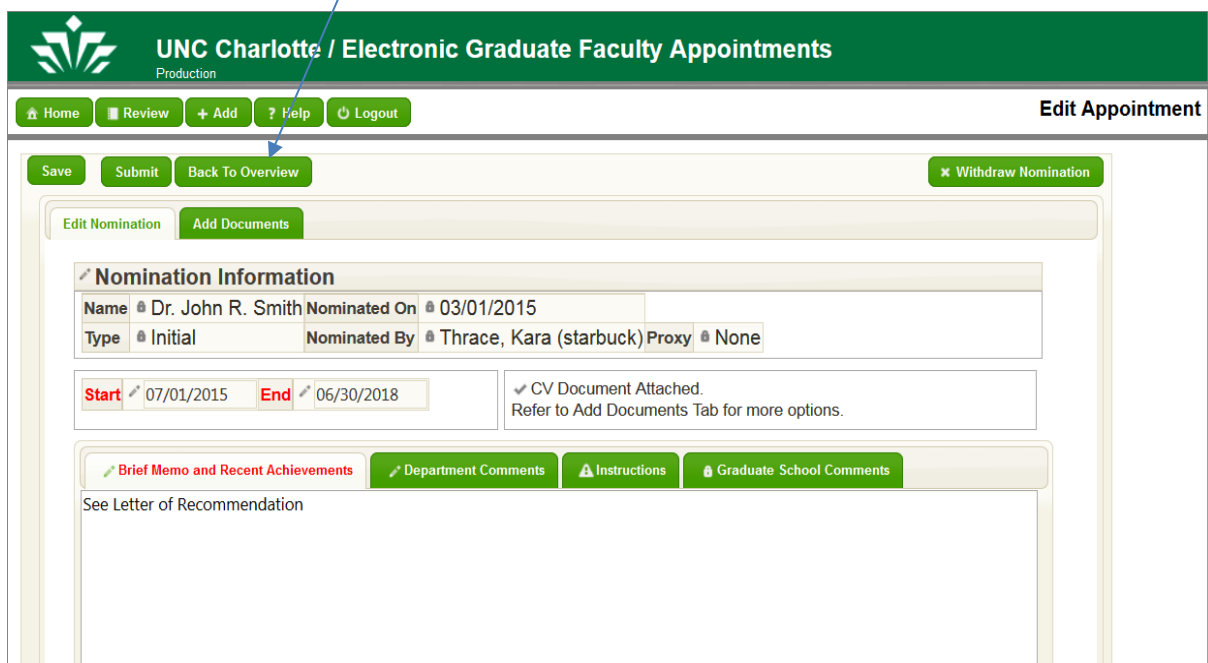


If you have uploaded all appropriate documents, click on the Create/Save tab from the Add Nomination page. **You must click Save or you will lose your entries.**



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*.
- You can review the request by selecting the *Back To Overview* tab

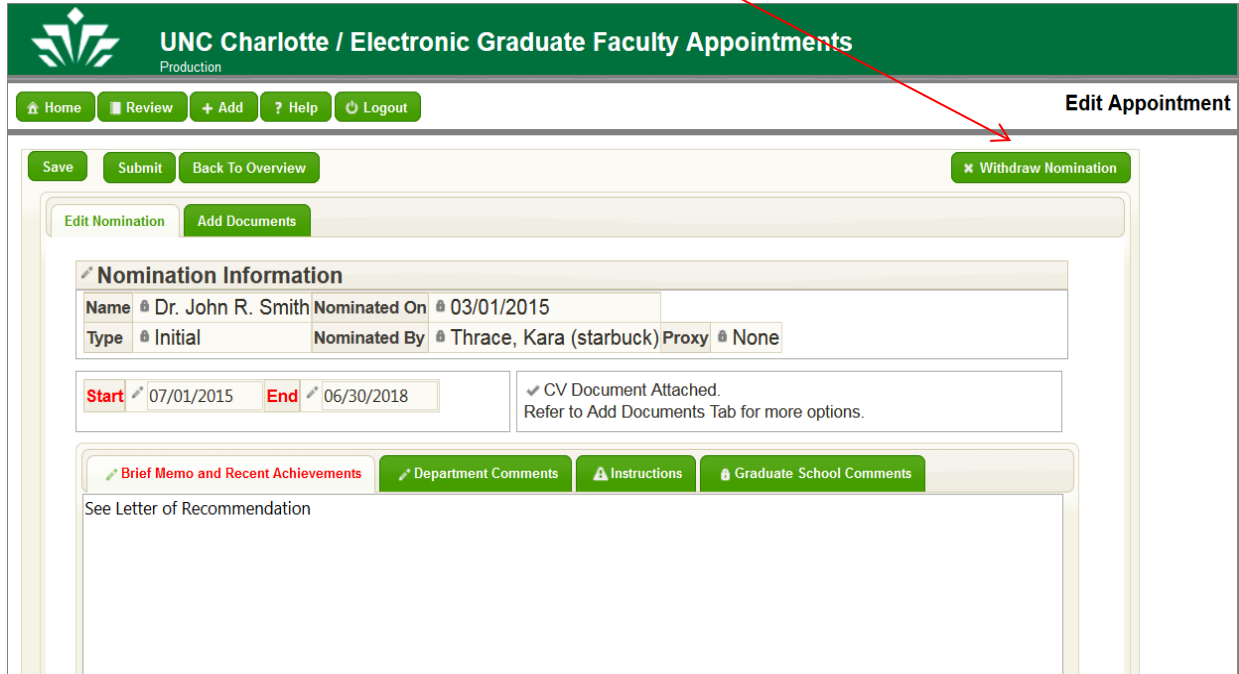


The screenshot displays the 'UNC Charlotte / Electronic Graduate Faculty Appointments' interface. At the top, there is a green navigation bar with the university logo and the text 'Production'. Below this, a secondary navigation bar contains buttons for 'Home', 'Review', '+ Add', '? Help', and 'Logout'. On the right side of this bar, the text 'Edit Appointment' is visible. The main content area features a row of action buttons: 'Save', 'Submit', 'Back To Overview', and 'Withdraw Nomination'. Below these buttons, there are tabs for 'Edit Nomination' and 'Add Documents'. The 'Edit Nomination' tab is active, showing a form with the following information:

- Nomination Information**
- Name: Dr. John R. Smith
- Nominated On: 03/01/2015
- Type: Initial
- Nominated By: Thrace, Kara (starbuck) Proxy
- None
- Start: 07/01/2015
- End: 06/30/2018
- CV Document Attached. Refer to Add Documents Tab for more options.

Below the nomination information, there are four tabs: 'Brief Memo and Recent Achievements', 'Department Comments', 'Instructions', and 'Graduate School Comments'. The 'Brief Memo and Recent Achievements' tab is selected, showing the text 'See Letter of Recommendation'.

- You can withdraw the nomination if circumstances have changed.

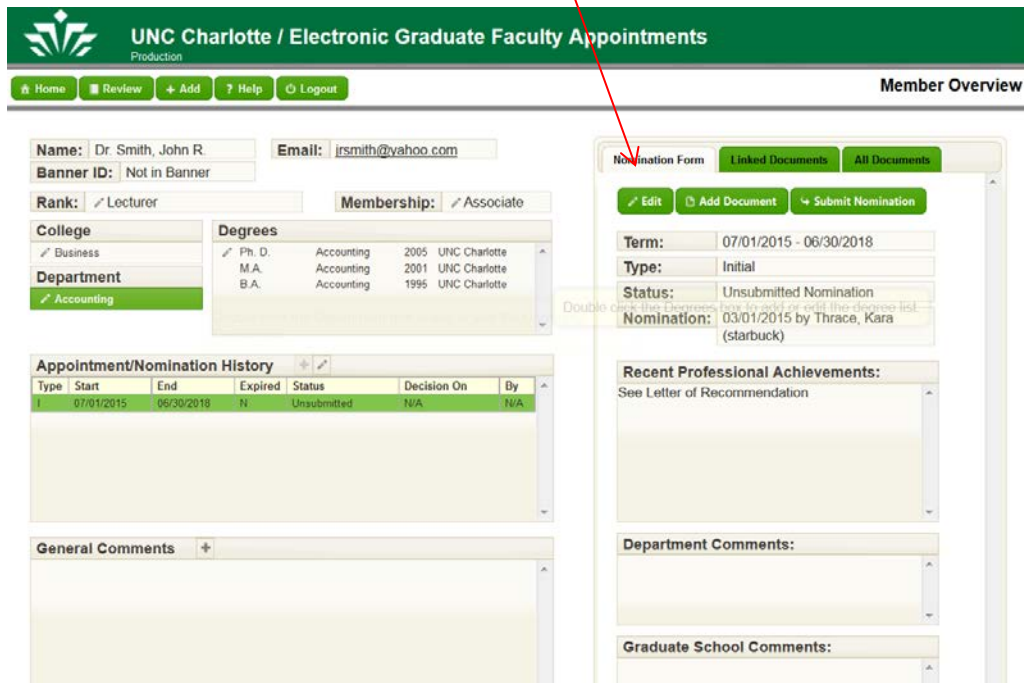


The screenshot displays the 'UNC Charlotte / Electronic Graduate Faculty Appointments' web application. At the top, there is a green navigation bar with the university logo and the text 'Production'. Below this, a secondary navigation bar contains buttons for 'Home', 'Review', '+ Add', '? Help', and 'Logout', along with an 'Edit Appointment' link on the right. The main content area features a 'Withdraw Nomination' button highlighted with a red arrow. Below this are tabs for 'Edit Nomination' and 'Add Documents'. The 'Edit Nomination' tab is active, showing a form with the following information:

Nomination Information	
Name	Dr. John R. Smith
Nominated On	03/01/2015
Type	Initial
Nominated By	Thrace, Kara (starbuck)
Proxy	None
Start	07/01/2015
End	06/30/2018

Below the form, there is a checkbox labeled 'CV Document Attached' which is checked, with a note: 'Refer to Add Documents Tab for more options.' At the bottom of the form, there are four tabs: 'Brief Memo and Recent Achievements', 'Department Comments', 'Instructions', and 'Graduate School Comments'. The 'Brief Memo and Recent Achievements' tab is selected, showing the text 'See Letter of Recommendation'.

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



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					
✓	Degree	Year	College	Department	UNC
✓	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
1	07/01/2015	06/30/2018	N	Unsubmitted	N/A	N/A

General Comments +

Nomination Form | Linked Documents | All Documents

Edit Add Document Submit Nomination

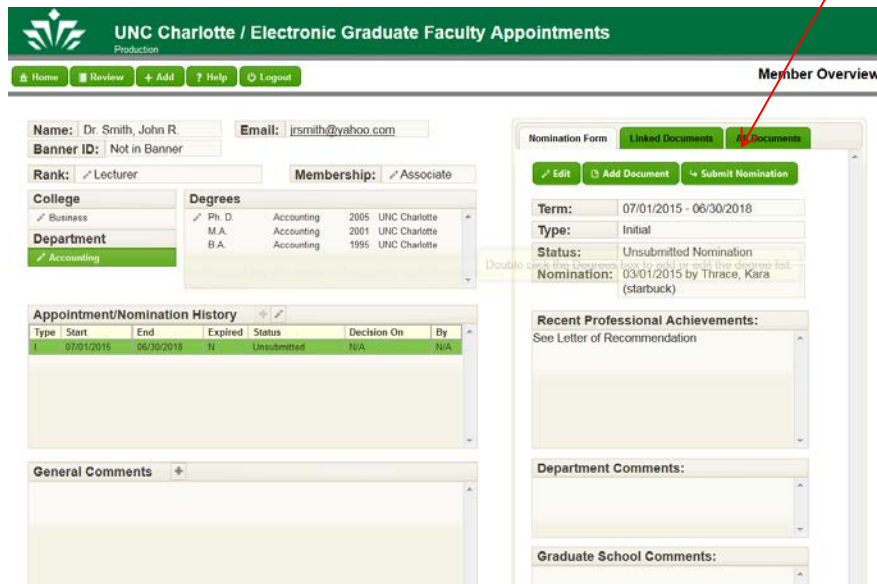
Term: 07/01/2015 - 06/30/2018
Type: Initial
Status: Unsubmitted Nomination
Nomination: 03/01/2015 by Thrace, Kara (starbuck)

Recent Professional Achievements:
See Letter of Recommendation

Department Comments:

Graduate School Comments:

- 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					
✓	Degree	Year	College	Department	UNC
✓	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
1	07/01/2015	06/30/2018	N	Unsubmitted	N/A	N/A

General Comments +

Nomination Form | **Linked Documents** | All 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)

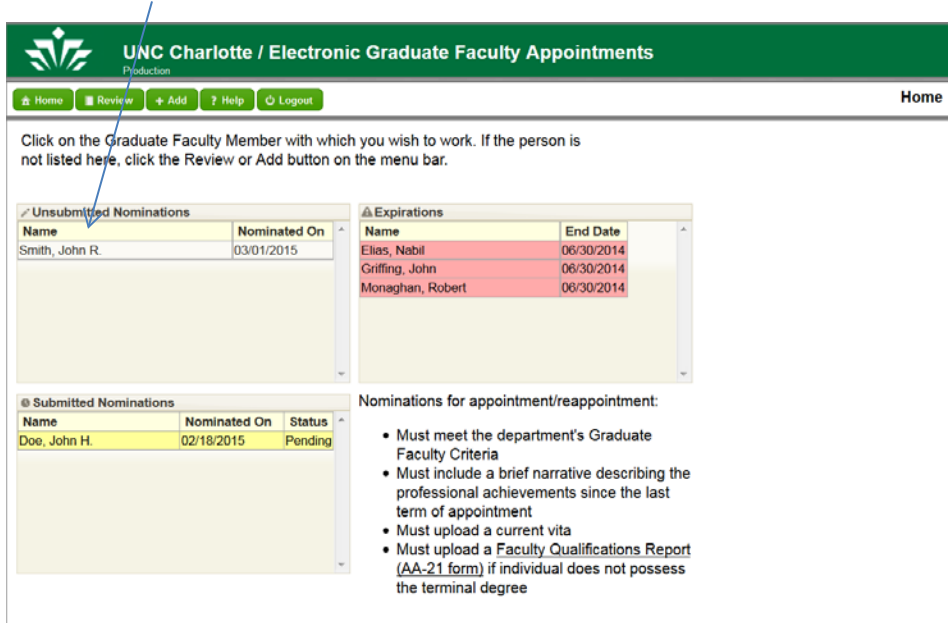
Recent Professional Achievements:
See Letter of Recommendation

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.



The screenshot shows the 'UNC Charlotte / Electronic Graduate Faculty Appointments' interface. At the top, there is a navigation bar with buttons for Home, Review, Add, Help, and Logout. Below this is a message: '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.' There are three main sections: 'Unsubmitted Nominations' with a table containing one entry for 'Smith, John R.'; 'Expirations' with a table listing three members and their end dates; and 'Submitted Nominations' with a table containing one entry for 'Doe, John H.' with a status of 'Pending'. To the right of the submitted nominations is a list of requirements for appointment/reappointment.

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

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

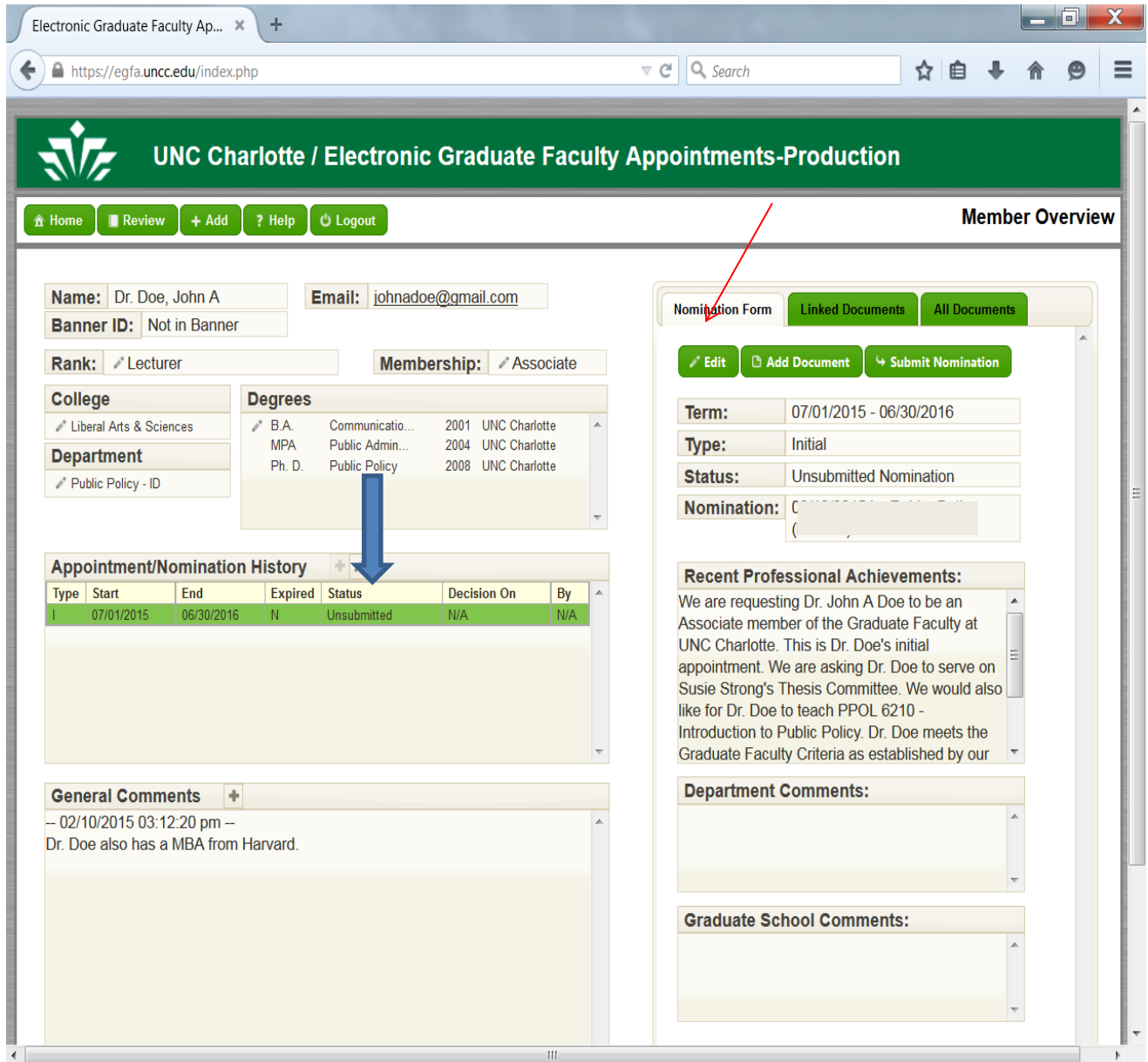
Name	Nominated On	Status
Doe, John H.	02/18/2015	Pending

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

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.



Electronic Graduate Faculty Ap... x +

https://egfa.uncc.edu/index.php

UNC Charlotte / Electronic Graduate Faculty Appointments-Production

Home Review + Add ? Help Logout Member Overview

Name: Dr. Doe, John A Email: johndoe@gmail.com

Banner ID: Not in Banner

Rank: Lecturer Membership: Associate

College: Liberal Arts & Sciences

Department: Public Policy - ID

Degrees

Degree	Year	Institution
B.A. Communicatio...	2001	UNC Charlotte
MPA Public Admin...	2004	UNC Charlotte
Ph. D. Public Policy	2008	UNC Charlotte

Appointment/Nomination History

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

General Comments

02/10/2015 03:12:20 pm --
Dr. Doe also has a MBA from Harvard.

Nomination Form Linked Documents All Documents

Edit Add Document Submit Nomination

Term: 07/01/2015 - 06/30/2016

Type: Initial

Status: Unsubmitted Nomination

Nomination: ()

Recent Professional Achievements:

We are requesting Dr. John A Doe to be an Associate member of the Graduate Faculty at UNC Charlotte. This is Dr. Doe's initial appointment. We are asking Dr. Doe to serve on Susie Strong's Thesis Committee. We would also like for Dr. Doe to teach PPOL 6210 - Introduction to Public Policy. Dr. Doe meets the Graduate Faculty Criteria as established by our


Department Comments:

Graduate School Comments:

eGFA - Electronic Graduate Faculty Appointments

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

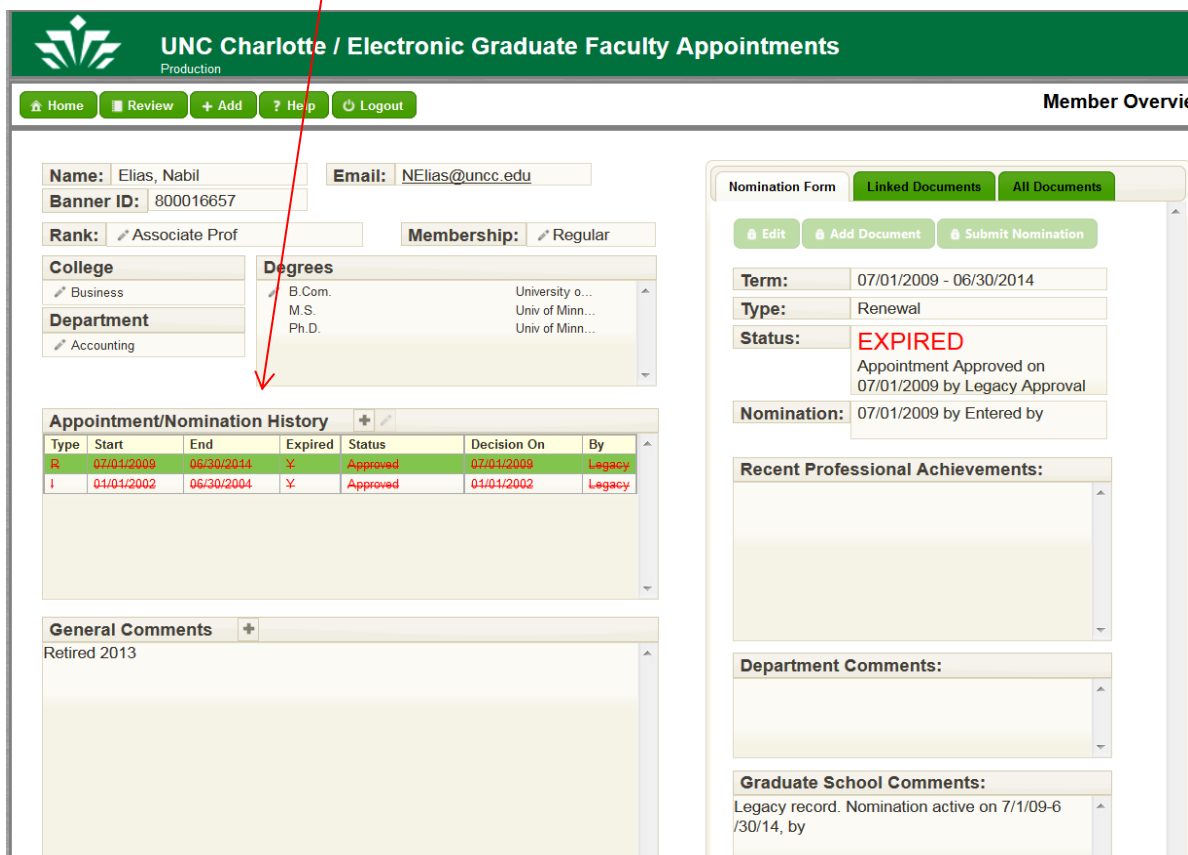
Submitted Nominations		
Name	Nominated On	Status
Doe, John H.	02/18/2015	Pending

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

eGFA - Electronic Graduate Faculty Appointments

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.



UNC Charlotte / Electronic Graduate Faculty Appointments
Production

Home Review Add Help Logout Member Overview

Name: Elias, Nabil Email: NElias@uncc.edu
Banner ID: 800016657

Rank: Associate Prof Membership: Regular

College: Business Degrees: B.Com. University o..., M.S. Univ of Minn..., Ph.D. Univ of Minn...

Department: Accounting

Appointment/Nomination History

Type	Start	End	Expired	Status	Decision On	By
R	07/01/2009	06/30/2014	Y	Approved	07/01/2009	Legacy
I	04/04/2002	06/30/2004	Y	Approved	04/01/2002	Legacy

General Comments: Retired 2013

Nomination Form Linked Documents All Documents

Edit Add Document Submit Nomination

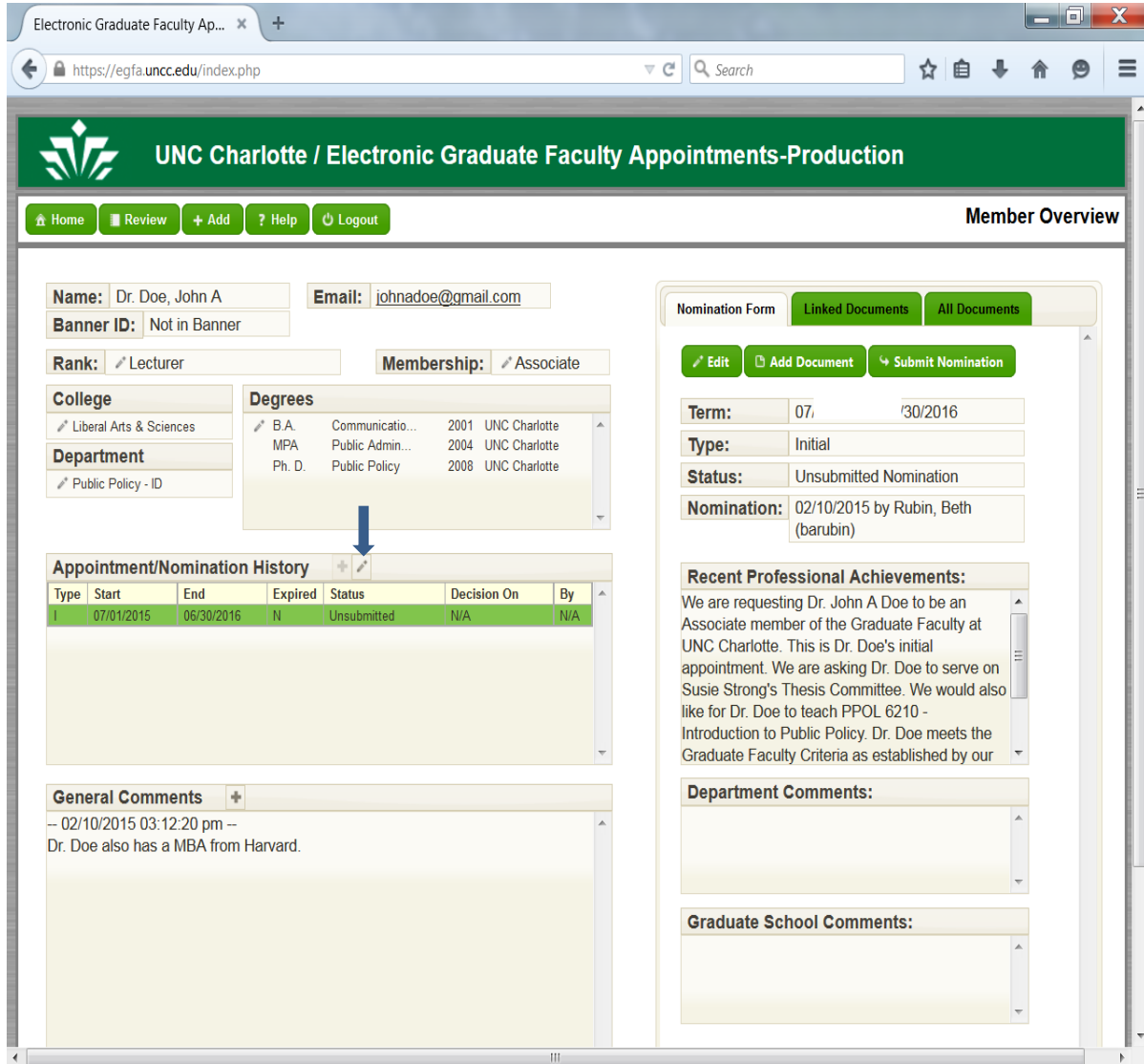
Term: 07/01/2009 - 06/30/2014
Type: Renewal
Status: **EXPIRED**
Appointment Approved on 07/01/2009 by Legacy Approval
Nomination: 07/01/2009 by Entered by

Recent Professional Achievements:

Department Comments:

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

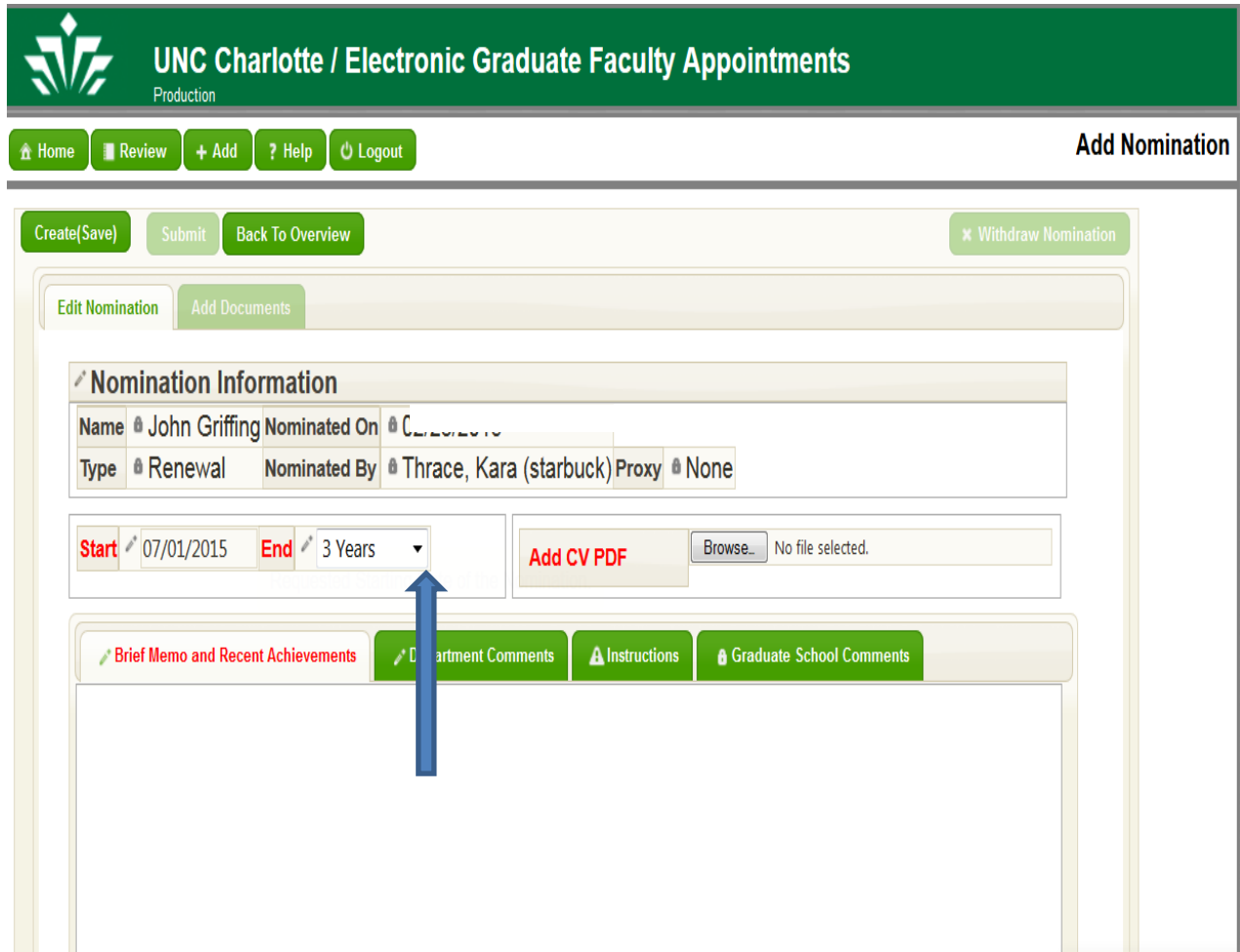
Click on the Plus Icon  in the Appointment/Nomination History area.



The screenshot shows the 'Member Overview' page for Dr. John A. Doe. The interface includes a navigation bar with 'Home', 'Review', '+ Add', '? Help', and 'Logout' buttons. The member's profile information is displayed, including Name, Email, Rank (Lecturer), and Membership (Associate). The 'Degrees' section 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 the 'Status' column. A blue arrow points to this plus icon. The right-hand side of the page features a 'Nomination Form' section with buttons for 'Edit', 'Add Document', and 'Submit Nomination', along with fields for Term, Type, Status, and Nomination details. Below the nomination form are sections for 'Recent Professional Achievements', 'Department Comments', and 'Graduate School Comments'.

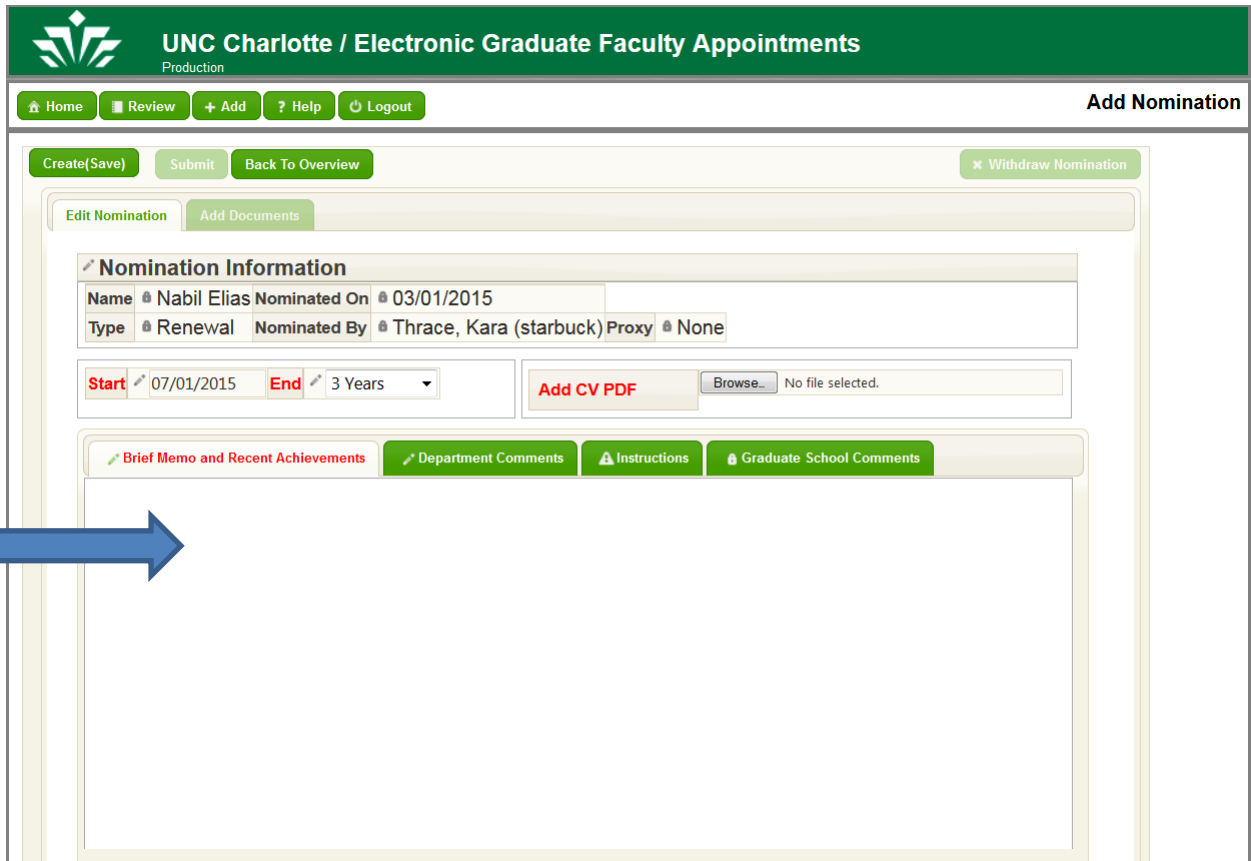
Type	Start	End	Expired	Status	Decision On	By
I	07/01/2015	06/30/2016	N	Unsubmitted	N/A	N/A

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. Re-appointment terms for Associate members are 1-5 years. Re-appointment terms for Regular members are 5 years. 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**.

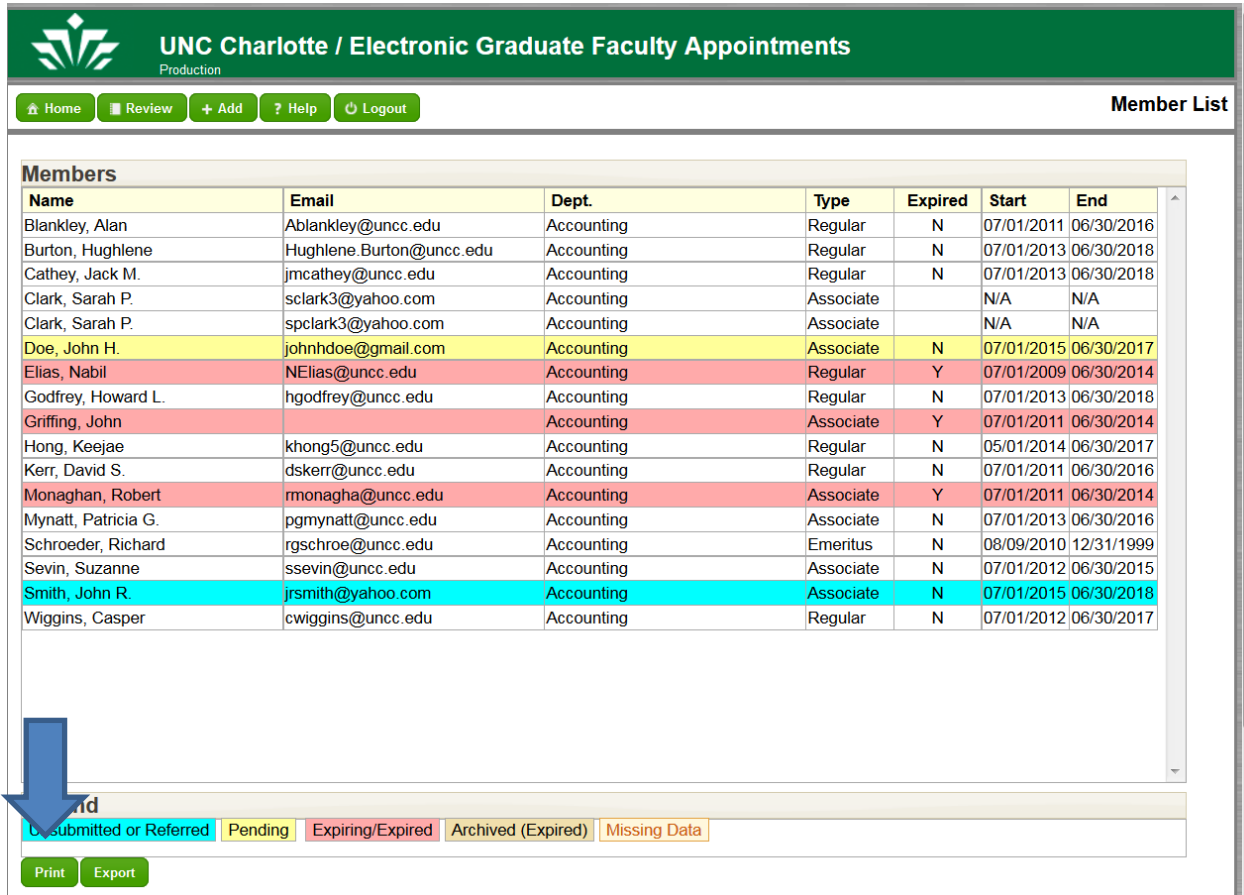
Next, click in the box labeled **Brief Memo and Recent Achievements**. This is the area you will communicate the reason for this nomination to the Graduate School Dean. This field can be completed in place of the brief memo, but please be thorough. If you prefer to upload a brief memo, you can upload 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.



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

Print Export

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