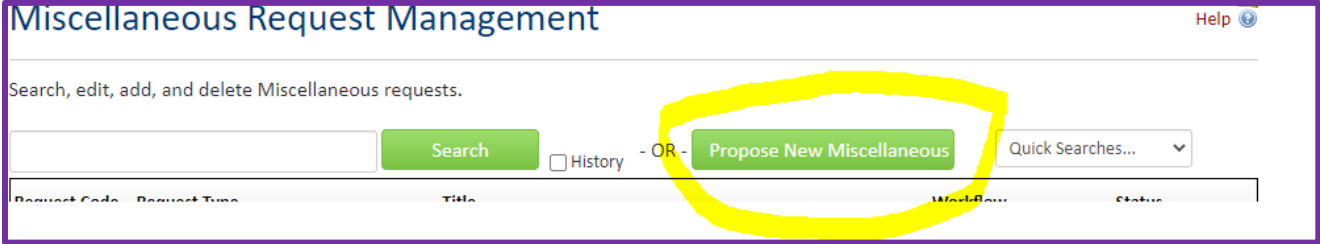


Instructions for Submitting a UNA Graduate Faculty Application via CourseLeaf

Step 1: Click the following link and log in using your UNA credentials:

<https://next-catalog.una.edu/miscadmin/>

Step 2: Select "Propose New Miscellaneous".



Step 3: Click "Request Type" and select "Graduate Faculty Application". Then complete the form. All fields must be completed for the form to move forward. If the assigned course(s) are not yet known, please list the course(s) anticipated to be taught. Please also include the requested term length (either 5-year or permanent) in the first text box. If the faculty member has a terminal degree in the teaching field of the assigned/anticipated courses, you may type "N/A – Terminal Degree in the teaching field". Be sure to attach any required supplemental documentation.

Miscellaneous Request

Request Type: Graduate Faculty Application

The proposed change(s) will be effective beginning:

Academic Level:

Faculty Name:

Department:

College:

Please identify the courses that the faculty member is being assigned to teach (Include number, name, and brief description of course content): Permanent

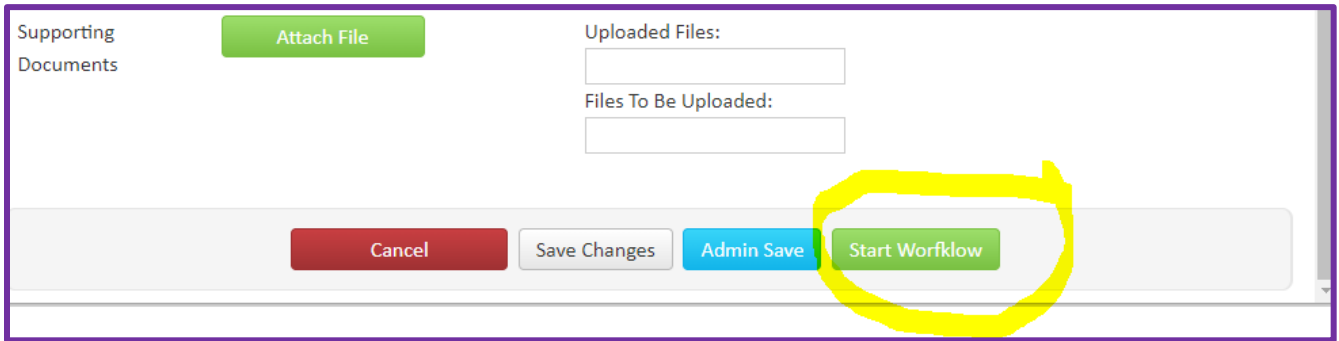
List the 18 hours of graduate coursework completed by the faculty member in the teaching discipline that relates to the courses being taught. Include the course number, name, and credit hours:

Qualifications:

Does this faculty member hold a terminal degree in this discipline or a related field? Yes No

If the answer is Yes, indicate the degree and discipline/related field.

Step 5: After completing the form, click "Start Workflow".



The screenshot shows a web form interface. On the left, there is a section labeled "Supporting Documents" with a green "Attach File" button. To the right, there are two input fields: "Uploaded Files:" and "Files To Be Uploaded:". At the bottom of the form, there is a horizontal bar containing four buttons: "Cancel" (red), "Save Changes" (grey), "Admin Save" (blue), and "Start Workflow" (green). The "Start Workflow" button is circled in yellow.

Step 6: Monitor workflow to identify where the application is in each step.