

Submitting a Graduate Faculty Nomination in SharePoint

1. Initiate the nomination form by going to <https://sharepoint.uno.edu> and logging in with your UNO LAN username + **@uno.edu** and password.
2. Roll the cursor over the tab for "Committees". Select "Graduate Council" from the drop-down list.
3. In the Quick Launch bar to the left-hand side of the screen, select "Nominations". Once the new screen loads, you will be able to select "New" > "New Document" from the toolbar.
4. When you have completed the form fields and attached the CV file, type in the email address for the Department Chair and select Submit.
5. Once the Chair approves the nomination, it will be automatically forwarded to the Dean.
6. Once the Dean approves the nomination it will be automatically forwarded to the Dean of the Graduate School for distribution to the Graduate Council.
7. Once the Graduate Council approves the nomination it will be automatically forwarded to the Provost.
8. Once the Provost approves the nomination, it will be automatically forwarded to the Chancellor.
9. Once the Chancellor approves the nomination, it will be added to the document library and the Graduate Faculty spreadsheet will be updated to reflect the new term of appointment.

Notes:

- The CV file must be attached
- If submitting an Associate nomination, a 1, 2, or 3 year term of appointment must be selected. The period of appointment cannot exceed the University appointment.