



College of
Graduate Studies

OnBase Forms

Doctoral Faculty Approval

Version 1.0
08/23/2024

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Program Directors - Initiate Doctoral Faculty Approval Form

1. Log in

- Navigate to the [Doctoral Faculty Approval Form](#) in OnBase.
- **Note:** You must be logged into your SDSU ID account to access OnBase.
- We recommend using Firefox or Google Chrome.



TIP: OnBase Forms work best when using Firefox or Chrome browsers.

2. Complete the required elements of the form:

- **Nominee Information** – Enter the faculty member's SDSU ID, EMPLID, or other work email address. If they exist in our system, many of the fields will automatically populate.
- Required Nominee Information includes:
 - Name
 - Email Address
 - *For SDSU Faculty:* SDSU ID, EMPLID, Department, College, Faculty Position (e.g., Professor, Assistant Professor, Lecturer)
 - *For non-SDSU Affiliate Faculty:* Job Title, Place of Employment
- Attach a copy of the **Faculty Member's CV**
 - Tip: We recommend PDF format
- Select programs and roles for approval
 - Use the **Program** dropdown menu to select the program name. The Academic Plan number will automatically populate.
 - Use the **Role** dropdown menu to select "Serve" or "Chair & Serve"
 - You may add multiple programs if you are the director for more than one doctoral program.
- If you are nominating a faculty member for the EdD program, there are a few additional fields to complete (appointment type, length, and renewal term)
- Indicate the home college for your program – this will allow the form to be routed to your college dean.
- Check the box to approve and click **Submit**.

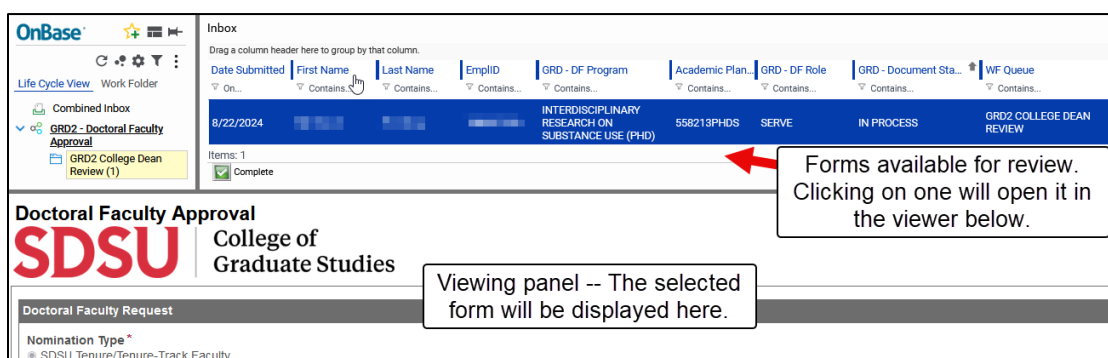
College Deans – Approve or Deny the Request

1. You will receive an email notification when there is a Doctoral Faculty request available for your review and approval.

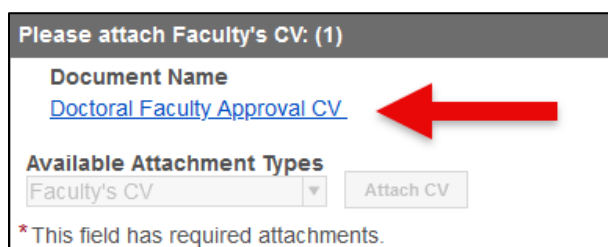
- Click on the **OnBase** link in the notification



2. A browser window will open for you to review the form(s) in your queue.
- **Note:** You must be logged into your SDSU ID account to access OnBase.
 - We recommend using Firefox or Google Chrome.



3. Click on the form in the Inbox list and it will display in the viewing panel.
4. Scroll down to review the information on the form.
5. View the Faculty Member's CV by clicking on the document name. It will open in a new tab.



6. Complete the approval section

- **Select Approved or Denied.**

- If Denied, you will be asked to provide comments. These comments will be shared with the Program Director, but not with the Faculty Member.
- Your name, email, and the date will automatically populate.

- Click on **Save**

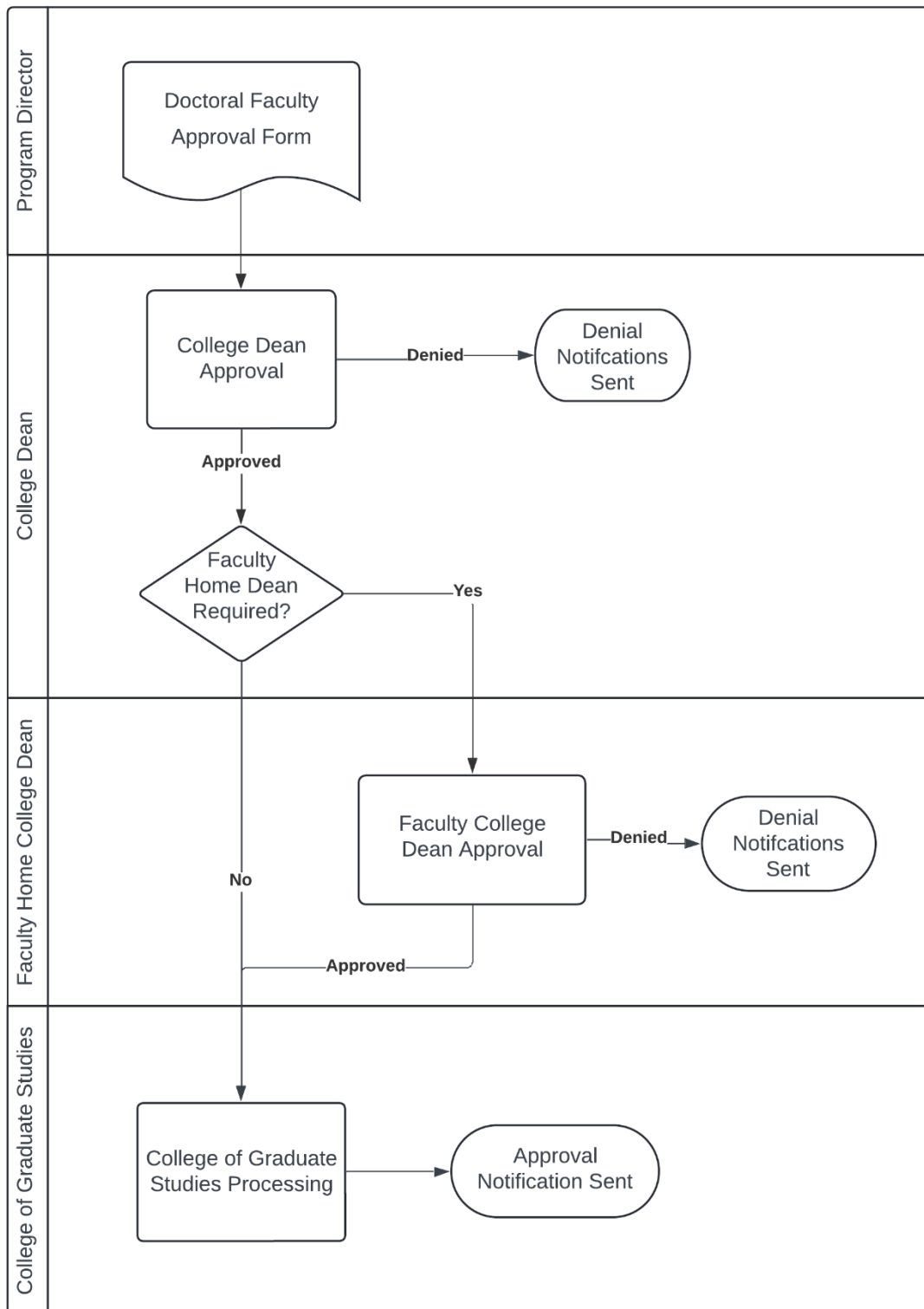
- Once saved, click on **Complete** at the bottom of the Inbox, above the viewer. This step will move the form to the next approver in the workflow.

The screenshot shows the OnBase 'Inbox' interface. The top section is a table with columns: Date Submitted, First Name, Last Name, EmplID, and GRD - DF Program. A row is visible with the date 8/22/2024 and the program name INTERDISCIPLINARY RESEARCH ON SUBSTANCE USE (PHD). Below the table, there is a 'Doctoral Program College Dean Review' form. The form contains a 'Decision:' section with radio buttons for 'Approved' and 'Denied'. Below this are fields for 'Dean', 'Email', and 'Date'. At the bottom of the form is a 'Save' button. To the right of the 'Save' button is a 'Complete' button. Red circles 1, 2, and 3 are placed over the 'Approved' radio button, the 'Save' button, and the 'Complete' button respectively.

Questions

Please contact doctoralprograms@sdsu.edu with any questions.

Doctoral Faculty Approval Workflow



Sample Doctoral Faculty Approval Form

Doctoral Faculty Approval



College of
Graduate Studies

Doctoral Faculty Request

Nomination Type*

- ☒ SDSU Tenure/Tenure-Track Faculty
☐ SDSU Affiliate Faculty
☐ Non-SDSU Affiliate Faculty

Nominee Information

Faculty Search

Search using EMPLID, SDSU email address, or other work email address.

[Clear Faculty Data](#)

EMPLID

SDSU ID

First Name*

Last Name*

Email Address*

Phone Number*

Department*

College*

Faculty Position*

Please attach Faculty's CV: (0)

Document Name

Attachment Type

Actions

Available Attachment Types

Faculty's CV

[Attach CV](#)

Programs and Roles

Please indicate all programs and the role for each program.

Note: Only add programs from within your college or group.

[Add](#)

Program Name*

Academic Plan

Role*

[Remove](#)

Are you recommending this faculty member for an EdD program?*

- ☐ Yes
☐ No

Please indicate your program's college:*

[Reset College](#)

☐ I approve this person to serve on doctoral dissertation committees for the programs indicated above.*

Program Director

Program Director Email

Date