

## GIMS GRADUATE FACULTY NOMINATIONS APPLICATION SYSTEM

The system for Applying for Graduate Faculty Appointments on behalf of faculty is now updated in GIMS. Please review the following links that provide information about Graduate Faculty Appointment Policy, Criteria and Procedures for Automatic and Manual Graduate Faculty appointments here:

<https://graduateschool.ufl.edu/work/faculty/>

Please review the Graduate Faculty Policy after UF Employment here:

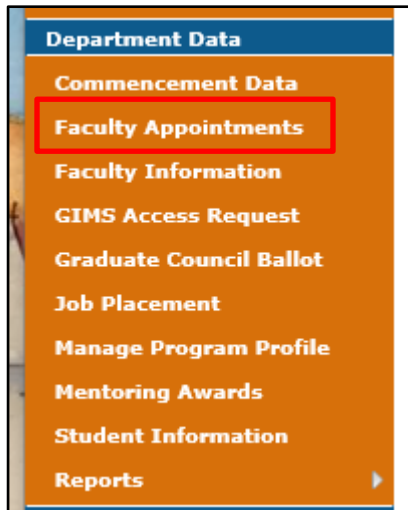
<https://graduateschool.ufl.edu/media/gradufledu/pdf/grac-fac-app-pp.pdf>

### NAVIGATION

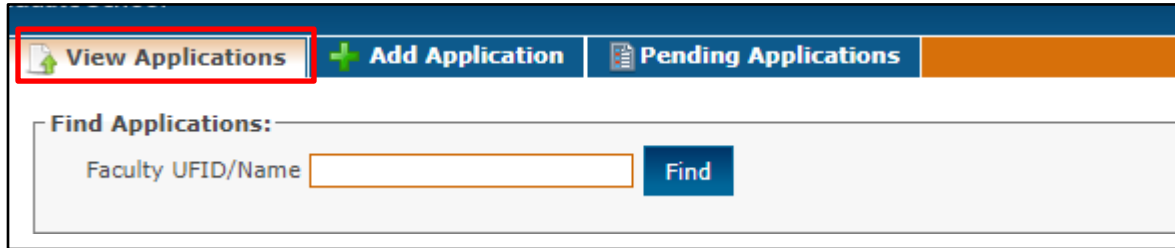
1. Go to the web address <https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx>
2. Click **ENTER GIMS**

### PROCESS

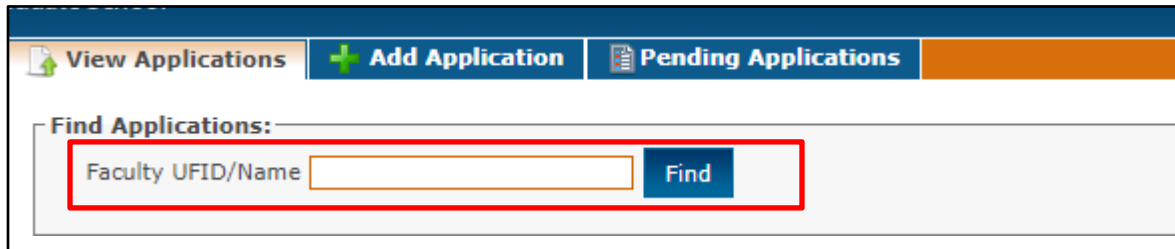
1. Click **Faculty Appointments under Department Data.**



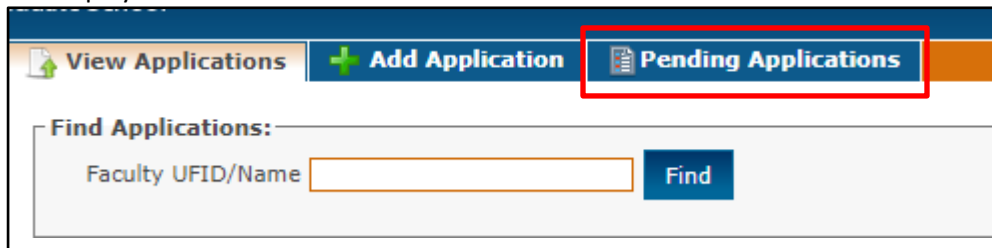
2. Click the **View Application**.



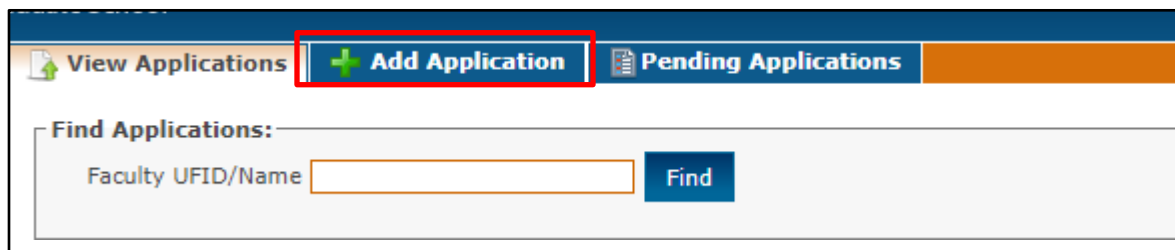
3. Click **Enter a Faculty UFID/Name**. Click **Find** button.



- If you click on the **Pending Applications** button, a list of pending applications will be displayed.



4. To submit a new application, click **Add Application** button. Enter **Faculty UFID/Name** and click **Find** button.



5. The **Academic Accomplishments** will be listed. Any **Existing Graduate Faculty Appointments** and the status will automatically populate now on the application.

**This Request is not yet submitted to Graduate School.**

**Nominee Information**

UFID:  Name: Bloch,Jonathan I  
 Campus P.O. Box:  Birth Date: 12:00:00 AM  
 (Will be used for mailing appointment letter) Email: jbloch@fmnh.ufl.edu  
 Phone: 1 352 2731938

Highest Degree: Doctorate (Academic)

Accomplishment	University	Date Issued
PHD	University of Michigan,MI,USA	8/1/2001
MS	University of Michigan,MI,USA	12/1/1995
BS	University of California at San Diego, USA	12/1/1993

**Existing Faculty Appointments**

Nominating Department	Home Department	AppointmentDate	Status
Geological Sciences	Other Non-Graduate Organizations	7/1/2005	Active
Anthropology	Other Non-Graduate Organizations	3/1/2011	Active
Botany	Other Non-Graduate Organizations	3/1/2009	Active
Zoology	Other Non-Graduate Organizations	4/1/2005	Active
Art and Art History	Other Non-Graduate Organizations	5/1/2007	Resigned/Terminated
Biology	Other Non-Graduate Organizations	10/1/2010	Active

6. Additional appointment information can be entered by using the drop-down menus to choose the correct information for the following:

- Faculty Rank**
- Home Department**
- Current Nominating Department**
- Proposed Appointment**

**Appointment Information**

Faculty Rank:

If other, please specify current rank:   
 (See evaluative statement section below for details)

Home Department:

Current Nominating Department:

Proposed Appointment:

**Attach Nominee's Curriculum Vitae**  
 No file chosen  
 (Submit a current curriculum vitae, preferably including the candidate's UF title, work address, campus e-mail, etc.)

**Attach PeopleSoft Employment Screen**  
 No file chosen

7. Attach **Nominee's Curriculum Vitae** in PDF format. Attach **PeopleSoft Employment Screenshot** or document in PDF format.

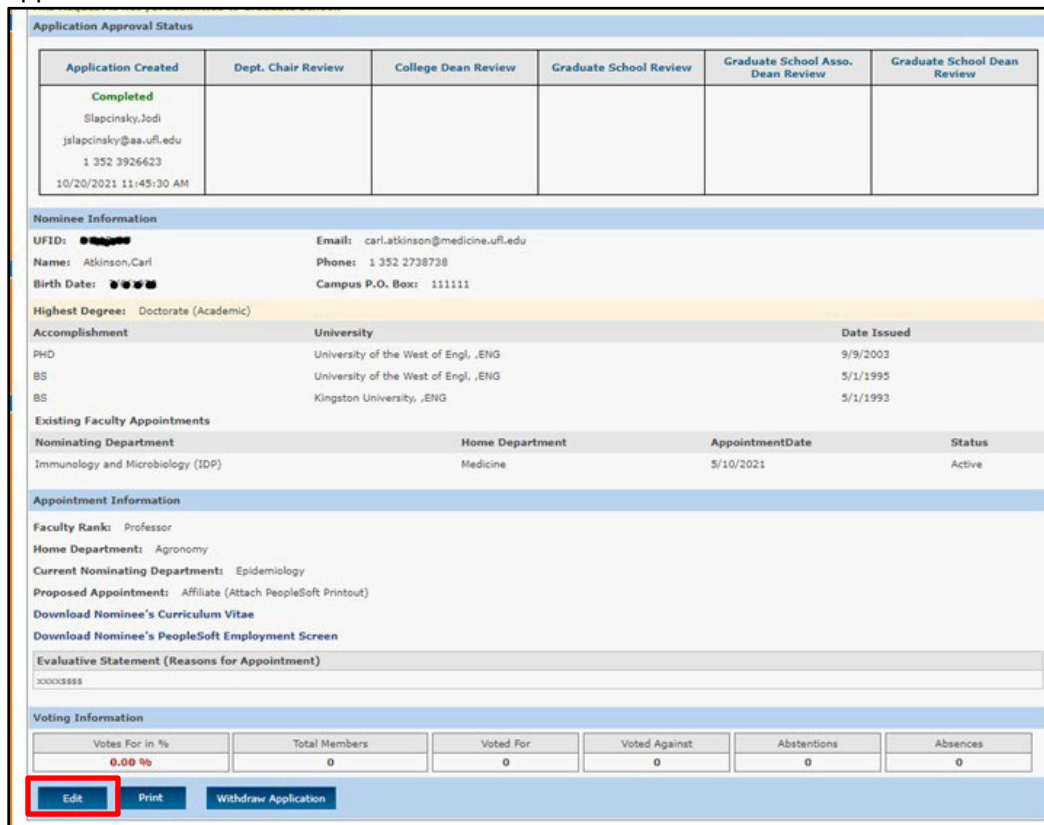
The screenshot shows the 'Appointment Information' form. The 'Attach Nominee's Curriculum Vitae' section is highlighted with a red box, showing a 'Choose File' button and the text 'No file chosen'. Below it is a yellow instruction box: '(Submit a current curriculum vitae, preferably including the candidate's UF title, work address, campus e-mail, etc.)'. The 'Attach PeopleSoft Employment Screen' section is also highlighted with a red box, showing a 'Choose File' button and the text 'No file chosen'.

8. Copy and paste the **Evaluation Statement (Reasons for Appointment)** into the text box. Click **Save & Print** button.

The screenshot shows the 'Appointment Information' form with the 'Evaluation Statement (Reasons for Appointment)' section highlighted with a red box. The form includes dropdown menus for 'Faculty Rank' (Associate Professor), 'Home Department' (Anesthesiology, Department of), 'Current Nominating Department' (Biochemistry and Molecular Biology (IDP)), and 'Proposed Appointment' (Budgeted). The 'Evaluation Statement' section contains a text box with the placeholder text 'Evaluative Statement Goes Here.' and a 'Save & Print' button highlighted with a red box.

9. Departmental staff submitting the application will be notified via email that Graduate School has received the application and it is pending approval status.
10. Print the PDF document for the Department Chair.

11. Once the Department Faculty vote, return to the **Pending Application** tab to review the application. Click on the **UFID** and scroll to bottom of screen. Click **Edit** button.



**Application Approval Status**

Application Created	Dept. Chair Review	College Dean Review	Graduate School Review	Graduate School Asso. Dean Review	Graduate School Dean Review
<b>Completed</b> Slapcinsky,Jodi jslapcinsky@aa.ufl.edu 1 352 3926623 10/20/2021 11:45:30 AM					

**Nominee Information**

UFID: ██████████ Email: carl.atkinson@medicine.ufl.edu  
 Name: Atkinson,Carl Phone: 1 352 2738738  
 Birth Date: ████████ Campus P.O. Box: 111111  
 Highest Degree: Doctorate (Academic)

Accomplishment	University	Date Issued
PhD	University of the West of Engl.,ENG	9/9/2003
BS	University of the West of Engl.,ENG	5/1/1995
BS	Kingston University, ,ENG	5/1/1993

**Existing Faculty Appointments**

Nominating Department	Home Department	AppointmentDate	Status
Immunology and Microbiology (IDP)	Medicine	5/10/2021	Active

**Appointment Information**

Faculty Rank: Professor  
 Home Department: Agronomy  
 Current Nominating Department: Epidemiology  
 Proposed Appointment: Affiliate (Attach PeopleSoft Printout)  
 Download Nominee's Curriculum Vitae  
 Download Nominee's PeopleSoft Employment Screen

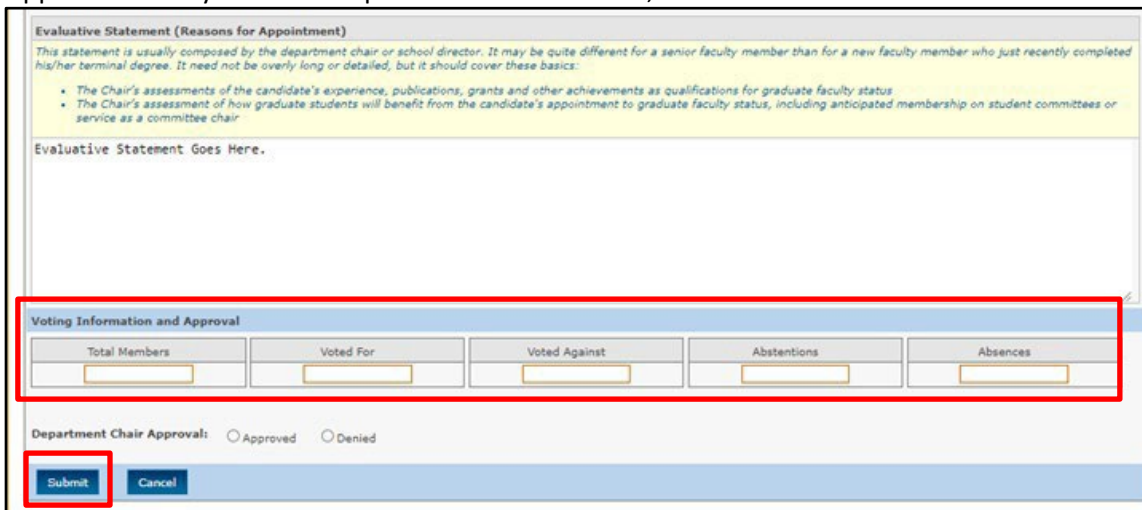
Evaluative Statement (Reasons for Appointment)

XXXXXXXXXX

**Voting Information**

Votes For in %	Total Members	Voted For	Voted Against	Abstentions	Absences
0.00 %	0	0	0	0	0

12. Enter the voting numbers. After voting numbers are entered, the academic unit has an option of Approval or Deny. Once the option has been selected, click **Submit**.



**Evaluative Statement (Reasons for Appointment)**

This statement is usually composed by the department chair or school director. It may be quite different for a senior faculty member than for a new faculty member who just recently completed his/her terminal degree. It need not be overly long or detailed, but it should cover these basics:

- The Chair's assessments of the candidate's experience, publications, grants and other achievements as qualifications for graduate faculty status
- The Chair's assessment of how graduate students will benefit from the candidate's appointment to graduate faculty status, including anticipated membership on student committees or service as a committee chair

Evaluative Statement Goes Here.

**Voting Information and Approval**

Total Members	Voted For	Voted Against	Abstentions	Absences
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Department Chair Approval:  Approved  Denied

NOTE: Once an application with voting information has been submitted, the voting information cannot be modified.

13. The approval status information will display under **Dept. Chair Review Box**.

14. If the application was **Approved** by the department chair, departmental staff will receive an email acknowledgment. The application will then be forwarded to the College Dean’s office. Once the College submits the application it will be forwarded for approval by the Graduate School Reviewer.

15. Departmental and College users can now **Edit** faculty applications. An **Edit** button is now available if the application is not denied or if the application is not yet approved by the Graduate School Dean. An email notification is sent with an UPDATE message to only the users who have previously processed the application.

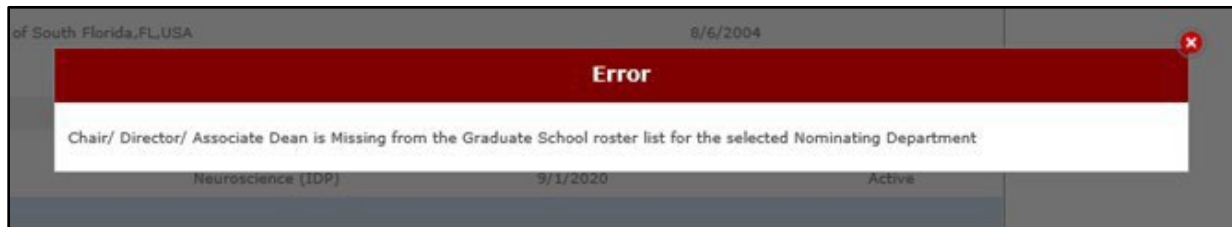
16. Departmental and College users now have the option to **Withdraw Application** to **Delete** the application so a fresh application can be submitted, or the if the faculty member is about to get Automatic Graduate faculty status. Withdrawing the application will completely delete the application. An application cannot be withdrawn after it is approved by the Graduate School Dean. This step sends an email to all department, college, and graduate school users.

17. An email will also notify users if the Graduate School reviewer or the Senior Associate Dean Requests **Additional Information** from the Department. An email will notify all the users on the approval list when applications are updated.

18. Throughout the entire process, you will see the flow of Application status from when the application was created to when the Graduate School Dean approves or denies the application.

Application Approval Status					
Application Created	Dept. Chair Review	College Dean Review	Graduate School Review	Graduate School Asso. Dean Review	Graduate School Dean Review
<b>Completed</b> Slapcinsky,Jodi jslapcinsky@aa.ufl.edu 1 352 3926623 9/21/2021 11:17:32 AM	<b>Completed</b> Slapcinsky,Jodi <i>on behalf of</i> Flanagan,James B flanagan@ufl.edu 1 352 2948384 9/21/2021 11:18:53 AM	<b>Processing</b>			

19. The system **will not allow** Departmental and College users to submit a Faculty application if either the Department Chair or the College Dean information for the “Nominating Department” is missing from the Graduate Contacts Listings generated here: [Graduate Contacts](#). This information is now required before an application can be submitted. Please send an email to [graddata@ufl.edu](mailto:graddata@ufl.edu) with updated information for new Deans and Departmental Chairs. The Chair and Dean’s name are now used as digital signatures on generated PDF documents.



## FOR ADDITIONAL ASSISTANCE

**Technical, Policies and/or Directives** contact the **Graduate School Data Management** [graddata@ufl.edu](mailto:graddata@ufl.edu)