

INSTRUCTIONS FOR USING THE SGS GRADUATE FACULTY ONLINE DATABASE (May 2023)

Go to <https://sgs-faculty.rutgers.edu/> and login with your netid
You can use the “search faculty and programs” box to get a list of your current faculty

New Faculty Application

- Anyone with a netid can fill out a new faculty application.
- Click on New Faculty Application
- Provide all requested information
- A brief statement about the applicant’s experience or approach to inclusive mentoring is required.

Don't skip this box

- Applicants who are not currently tenure/tenure track must send a current CV to tmanzo@grad.rutgers.edu
- Once the application is submitted, the Graduate Director must login to the site, go to “My Dashboard” and approve it. This approval allows SGS to see the application and do the final approval.

Changing the status of a current graduate faculty member

Note: The “change of status” is used for faculty members who are no longer with the university. In the case of faculty members who no longer appear to be active in your program, the process outlined in the program’s bylaws and SGS bylaws must be followed if you want to remove a faculty member. Faculty members have the right to appeal.

- Anyone with a netid may login to <https://sgs-faculty.rutgers.edu/> and request a change of status
- Use the “search” buttons to get a list of the graduate faculty in your program
- Click on the “edit” symbols to the left of the name of the faculty member whose status has changed.
- Click “profile change request page.” Fill out the form. Be sure to indicate how the status has changed (left university; retired; deceased).
- Submit
- SGS will do the final approval for the change of status.

PLEASE REMEMBER THE FOLLOWING:

1. Applications for new faculty members must be APPROVED by the Graduate Director. If the Graduate Director filed the application, remember to hit the Approve button at the end. If someone other than the Graduate Director filled out the application, the Graduate Director still must login, view the application on your dashboard and hit the APPROVE button. SGS cannot do final approval until the Graduate Director approves.
2. Approval MUST follow the process in your program bylaws. If you need a vote, take the vote.
3. CVs for NON-TENURE TRACK applicants must be sent to Terri: tmanzo@grad.rutgers.edu
4. If you are adding a Graduate Faculty member who is already in on the grad faculty for another program, use the "CHANGING the status" process below.
5. If you want to check on who is on your graduate faculty, use the "search" function.