



Graduate Committee Faculty Portal User's Guide

**THE GRADUATE AND
PROFESSIONAL SCHOOL**

2024 Version

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The Graduate Committee Faculty Portal (GradCom)

Authorized users may access the Graduate Committee Faculty Portal (GradCom) by logging into gradcom.tamu.edu. To access, nominate, or approve in GradCom, the user must be listed on a college/school, department, or interdisciplinary degree program's Authorized Signers Form. Any questions regarding an Authorized Signers Form should be directed to Grad-AuthSigners@tamu.edu. Any issues with GradCom access or notifications should be directed to the Graduate Committee Faculty Administrative Coordinator at GradCom@tamu.edu or 979-845-3631.

DEFINITION OF ROLES

Nomination Entry: faculty and/or staff authorized to create and submit nominations; able to view status of pending nominations; will receive notifications regarding their submissions

College or School/Department/Program Approver: faculty designated to review and approve nominations for a college/school, department, or program; will receive notifications for nominations requiring approval

Proxy Approver: faculty designated as able to review and approve nominations for a college/school, department, or program; will *not* receive notifications for nominations requiring approval

GIC Approver: Chair of the college or school's Graduate Instruction Committee; designated to review and approve nominations of Academic Professional Track (APT), Professional Staff (PS), and Other Faculty and Professional Staff (OtherFPS) following approval by the College or School/Department/Program Approver

GOC Approver: college or school's representative Dean on the Graduate Operations Committee; designated to review and approve nominations of Academic Professional Track (APT) faculty, Professional Staff (PS), and Other Faculty and Professional Staff (OtherFPS) following approval by the College or School/Department/Program Approver

GIC/GOC Approver: college or school's faculty designated as able to review and approve nominations for a college/school GIC Chair or GOC Dean; will *not* receive notifications for nominations requiring approval

GIC-GOC Viewer: access to view all pending and approved nominations for the assigned units

Graduate and Professional School Reviewer: Administrative Coordinator of the Graduate Committee Faculty; designated to review and approve nominations of Tenured and Tenure-Track Faculty (TTF) following approval by the College or School/Department/Program Approver, and approve

nominations of Academic Professional Track (APT) faculty, Professional Staff (PS), and Other Faculty and Professional Staff (OtherFPS) following approval by the GOC Approver

Graduate and Professional School Approver: Associate Dean of the Graduate and Professional School; designated to review and make final approval of all nominations following approval by the Graduate and Professional School Reviewer

IMPORTANT NOTES FOR GRADUATE COMMITTEE FACULTY NOMINATIONS

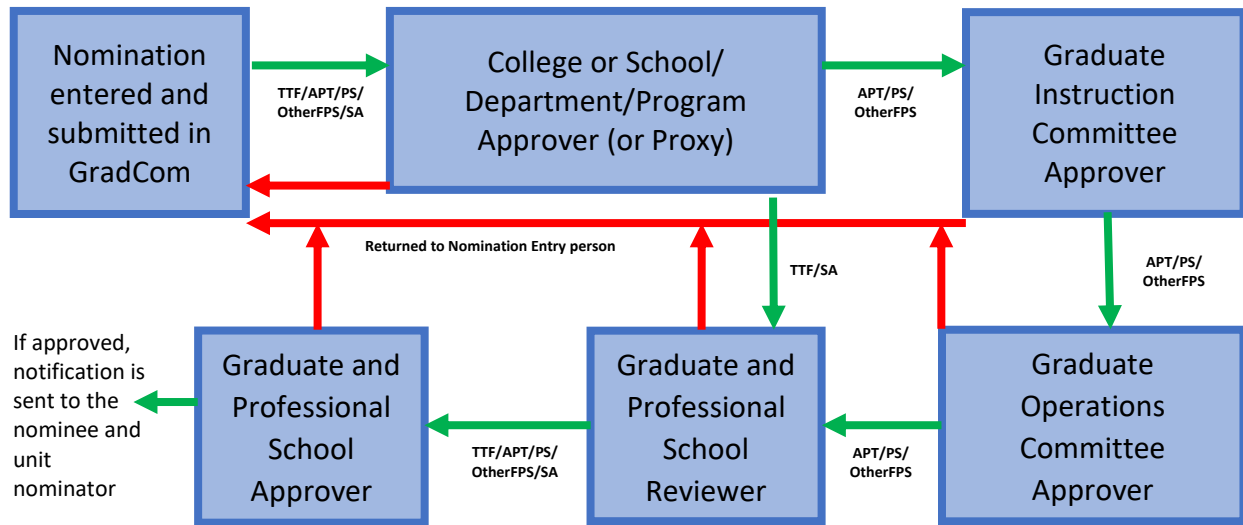
All memberships to the Graduate Committee Faculty (GCF) are submitted by way of the Nomination Form through GradCom. The Nomination Form must be completed in its entirety, with the appropriate documents, and submitted for approval through the workflow.

A nomination for membership *with* voting privileges requires an active University Identification Number (UIN), NetID, and Texas A&M University email address. Prospective nominees from outside the university must be assigned a UIN, claim a NetID, and create a TAMU email address. To request a UIN, please see the directions below. Members of the GCF who leave the university must maintain access to their NetID and TAMU email address to continue membership following termination of employment. Any questions or issues with sponsored UINs should be directed to Identity Management at Identity@tamu.edu or 979-862-4300.

As of Summer 2022, nominating units will no longer need to request a UIN for Special Appointments before submitting a nomination.

To view any request that a user has personally submitted, select “Pending Others” under the “Nominations” tab. Users will also be able to see when the nomination is approved and have the ability to print a copy of the approved nomination request.

APPROVAL WORKFLOW



SUBMISSION OF NOMINATIONS FOR VOTING MEMBERSHIPS

After logging in to GradCom, select the “Nominations” tab. To create a new nomination, click “Create New Nomination.”

The screenshot shows the GradCom interface for the Graduate and Professional School - Graduate Committee Faculty. The left sidebar contains a navigation menu with items: Home, Committee Faculty, Nominations (highlighted in yellow), Change Requests, and Annual Review. A 'Restore Admin Access' button is also present. The main content area has a header 'Graduate and Professional School - Graduate Committee Faculty' and two buttons: 'Create New Nomination' (highlighted in yellow) and 'Create Special Appointment Nomination'. Below this is a 'Nominations' section with filters: Process, Pending Others, Approved, and All. The 'Process' filter is selected. A table header is visible with columns: ID, UIN, First Name, Last Name, Dept, Title/Rank, and Status. Below the header, it says 'No records to display' and shows a pagination control for 20 items per page.

Enter the faculty member’s UIN and click “Lookup UIN” (Please note: a regular nomination cannot be created if the nominee does not have a UIN).

The screenshot shows the 'Create Nomination' page in the GradCom interface. The left sidebar is the same as in the previous screenshot. The main content area has a header 'Graduate and Professional School - Graduate Committee Faculty' and a title 'Create Nomination'. Below the title, it says 'Enter the faculty member's UIN.' There is a text input field for the UIN and a 'Lookup UIN' button, both highlighted in yellow.

The First Name, Last Name, and Email of the nominee will appear below (please note: if no email address appears, the nominee has not published it to the Directory and must do so before initiating the nomination). Select the nominating unit from the drop-down menu and then click “Start Nomination.”

ATM | TEXAS A&M UNIVERSITY

Graduate and Professional School - Graduate Committee Faculty

Create Nomination

Enter the faculty member's UIN.

UIN: [Lookup UIN](#)

Select the department to create a nomination.

First Name:	Mark
Last Name:	Gleason
Email:	mark.gleason@tamu.edu
Department:	<input type="text"/>

[Start Nomination](#)

Next, click “Edit.”

ATM | TEXAS A&M UNIVERSITY

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8606

Available Actions:

[Edit](#) [Delete Nomination](#)

Action Note:

Enter the nominating unit’s Mail Stop, the nominee’s Location and Gender, and confirm that the “Faculty Category” is correct. If the nominee is employed by Texas A&M University, make sure the “Employed by TAMU” box is checked. Select the nominee’s home/primary department at the university and “Academic Rank” from the drop-down menus.

TEXAS A&M UNIVERSITY
Graduate and Professional School - Graduate Committee Faculty

Nomination Detail

Nomination ID:	8606
Status:	Incomplete
Nominating Unit:	Auto-filled
Mail Stop:	<input type="text"/>
UIN:	██████████
First Name:	Mark
Last Name:	Gleason
Email:	mark.gleason@tamu.edu
Location:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Faculty Category:	<input type="radio"/> Tenure or Tenure Track TAMU Faculty <input type="radio"/> Academic Professional Track (APT) Faculty of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input checked="" type="radio"/> Professional Staff of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Faculty and Professional Staff Employed by Other Institutions and Organizations
Employed by TAMU:	<input checked="" type="checkbox"/>
Nominee TAMU Department:	<input type="text"/>
Academic Rank:	<input type="text"/>

[Save](#)

Click “Save” before completing the remainder of the form.

Click “+ Add” to generate the fields for entry of the nominee’s Degree, Institution, Year Awarded, and Major Area. Once all four boxes are filled, click the “Save” button.

Degree	Institution	Year Awarded	Major Area	
PHD	Texas A&M University	2022	Studies	Save

Click the “+ Add” button to enter additional degrees. Please ensure all degrees match the nominee’s CV as the nomination may be returned for any mismatches.

Under “Documents,” click “Browse...” to select the relevant support files (please upload PDFs *only*).

View	Type	Current File	Upload New File
View	C.V.	CV.pdf	<input type="button" value="Browse..."/> Or drop files here
	Letter		<input type="button" value="Browse..."/> Or drop files here

Please note: For nominations of Academic Professional Track (APT) Faculty, Professional Staff (PS) of TAMU, or Faculty and Professional Staff Employed by Other Institutions (OtherFPS), please provide a Curriculum Vitae *and* Letter of Support. For nominations of Tenured/Tenure-Track Faculty (TTF) at TAMU, **only** a *Curriculum Vitae* is required.

Under “Memberships,” select the appropriate type: Chair/Co-Chair/Member (CCM), Co-Chair/Member (CM), Member (M), or None. If no selection is made for a specific Department/Major/Degree, the Membership Type will automatically remain set as NONE.

Memberships

Department	Major	Degree	Current Membership	New Membership Type			
DEPT	MAJR	MS	NONE	Chair/Co-chair/Member	Co-chair/Member	Member	None
DEPT	MAJR	PHD	NONE	Chair/Co-chair/Member	Co-chair/Member	Member	None
DEPT	MAJR	PHD	NONE	Chair/Co-chair/Member	Co-chair/Member	Member	None

Once all the information has been entered, return to the middle of the page and click “Save.”

Nominee TAMU Department:

Academic Rank:

[Save](#)

Having saved all details, return to the top of the page and click “Back to Process.”

- [Home](#)
- [Committee Faculty](#)
- [Nominations](#)
- [Change Requests](#)
- [Annual Review](#)

Graduate and Professional School - Graduate Committee Faculty

[Edit Nomination](#)

Nomination ID: 8606

[Back to Process](#)

Nomination Detail

Nomination ID:	8606
Status:	Incomplete

Under “Nomination Detail,” confirm that the information entered is correct. If changes are required, click the “Edit” button. If the nomination is complete, click “Submit Nomination.” It will then proceed through the workflow.

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8606

Available Actions:

[Edit](#) [Submit Nomination](#) [Delete Nomination](#)

Action Note:

Nomination Detail	
Nomination ID:	8606
Status:	Incomplete

If a nomination is returned, an Action Note will be entered by the user. Under the “Process” tab, select the returned nomination by clicking the ID number highlighted in blue.

Graduate and Professional School - Graduate Committee Faculty

[Create New Nomination](#) [Create Special Appointment Nomination](#)

Nominations

[Process](#) [Pending Others](#) [Approved](#) [All](#)

Viewing: **Process**

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8606	[redacted]	Mark	Gleason	DEPT	Adjunct Assistant Professor	Returned

« < 1 > » 20 Items per page

The reason for the nomination’s return is viewable at the bottom of the page under “History.”

History

Date	Status	User	Note
4/5/2023 9:08:11 AM	Returned	Mark Gleason	Returned from Graduate and Professional School Review. Nominee
3/30/2023 3:58:41 PM	Graduate and Professional School Review	Duncan Walker	Approved from GOC Approval.
3/30/2023 3:58:31 PM	GOC Approval	Duncan Walker	Approved from GIC Approval.
9/13/2022 12:06:57 PM	GIC Approval	Victor Ugaz	Approved from Department Approval.
9/13/2022 12:06:22 PM	Department Approval	Larissa Pchenitchnaia	Approved from Returned.

The nomination can be corrected by clicking “Edit.”

Once the adjustments have been made and saved, click “Back to Process,” confirm that the information is correct under “Nomination Detail,” and then click “Submit Nomination.”

Once the nomination has been submitted, it will move to the unit’s Department Approver.

If a unit no longer intends to pursue an incomplete or returned nomination, it can be cleared from the system by selecting “Delete Nomination.”

The screenshot shows the Texas A&M University Graduate and Professional School - Graduate Committee Faculty interface. The page title is "Nomination" and the nomination ID is 0. Under "Available Actions," there are four buttons: "Edit" (grey), "Nomination" (green), "Return Nomination" (yellow), and "Delete Nomination" (red), which is highlighted with a yellow box. Below the buttons is an "Action Note" text area. A sidebar on the left contains navigation links for Home, Committee Faculty, Nominations, Change Requests, and Annual Review.

To view the status of nominations, select the “Nominations” tab and click “Pending Others.”

Graduate and Professional School - Graduate Committee Faculty

Create New Nomination Create Special Appointment Nomination

Nominations

Process Pending Others Approved All

Viewing: Pending Others

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8554		Matthew	Ege	DEPT	Associate Professor	Department Approval
8591		Kevin	Kraeft	DEPT	Assistant Professor	GIC Approval
8598		Mark	Gleason	DEPT		Final Approval
8599		Trenton	Smith	DEPT		Graduate and Professional School Review
8602		Daniel	Howard	DEPT	Professor	GOC Approval

Items per page: 20

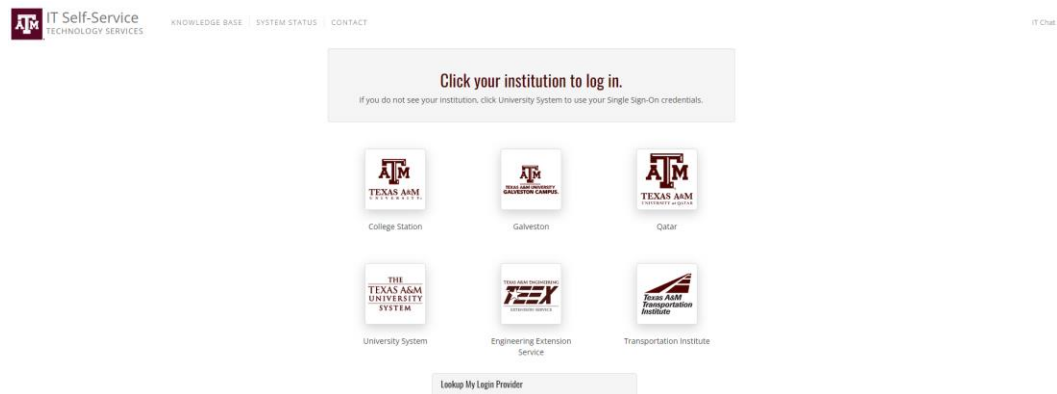
The “Approved” tab shows all approved nominations submitted or approved by the user.

REQUIREMENTS FOR NOMINATION OF INDIVIDUALS OUTSIDE THE UNIVERSITY

If permitted by college/school, department, or interdisciplinary degree program policy, the university allows academic units to nominate qualified individuals from outside TAMU – Faculty and Professional Staff employed by other institutions (OtherFPS) – to serve in the GCF. These nominees are eligible to serve as Co-Chair or Member on student advisory committees, must meet all qualifications for the desired role(s), and must maintain TAMU credentials.

Sponsoring University Credentials: For prospective nominees, the academic unit intending to submit the nomination must sponsor TAMU credentials.

1. [Academic Unit] To request a UIN, please complete the [Sponsored NetID Request Form](#) located on the IT Self-Service Portal and for submission to Identity Management.
 - a. Select the appropriate campus.



- b. Complete all required fields.
- c. Please ensure the prospective nominee’s date of birth is correct.
- d. For sponsorship of international individuals, review the Export Controls and university requirements.
- e. Under “Select Primary Purpose for Account,” indicate “Teaching activities”; and under “Descriptor (Teaching),” select “Serving on graduate student committee.”

*Select Primary Purpose for Account

- Research activities [Email visitingscholar@tamu.edu]
- Teaching activities
- Learning activities
- Operational activities
- Texas A&M Health (Access to Health Resources will be granted by local staff)
- Other

*Descriptor (Teaching)

- Adjunct faculty
- Clinical faculty
- Serving on graduate student committee

- f. Under “Services required for the sponsored account,” select “@tamu.edu email Routing” and “Google Apps (Gmail).”

*Affiliation End Date (One year maximum)

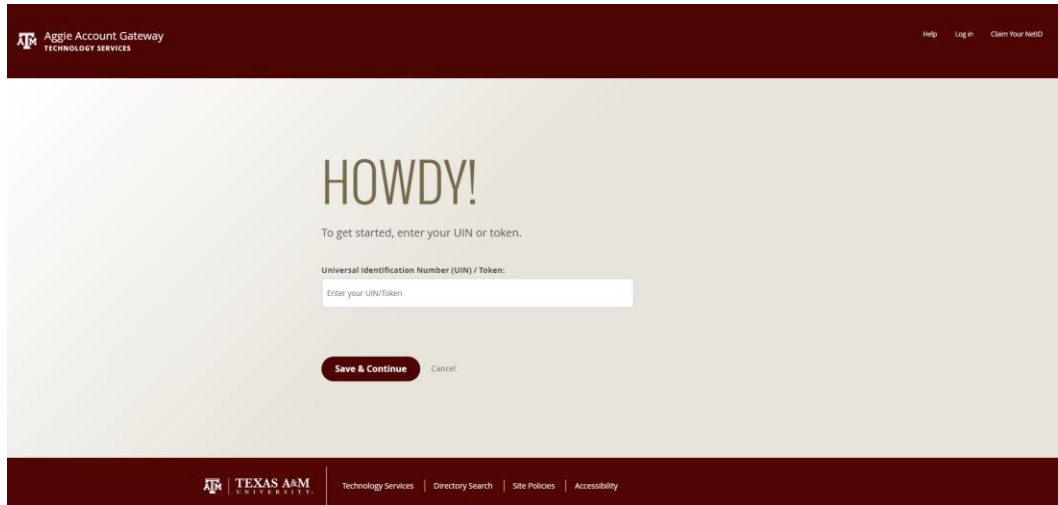
Services requested for the sponsored account.

- @tamu.edu Email Routing
- VPN
- Google Apps (Gmail)
- Office 365 A1

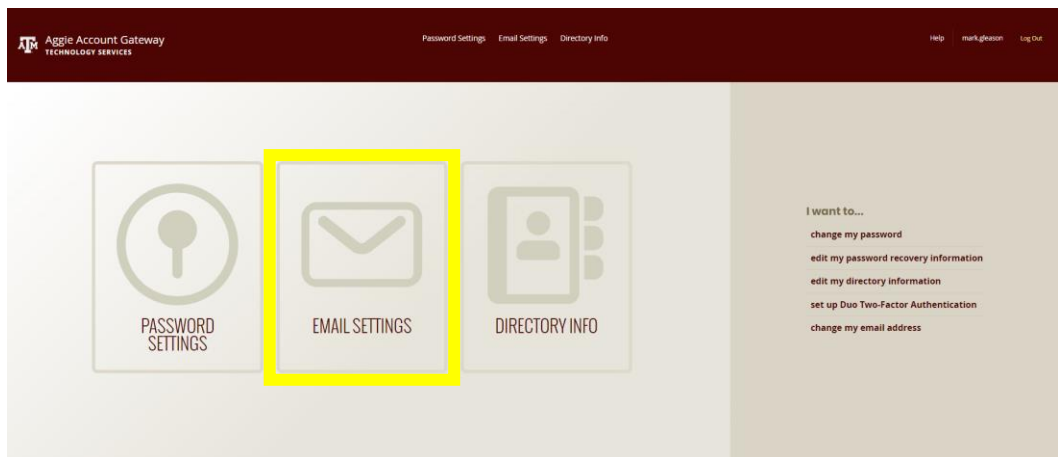
Other services requested for the sponsored account.

- g. Accept the TAMU Identity Services User Agreement and click Submit.

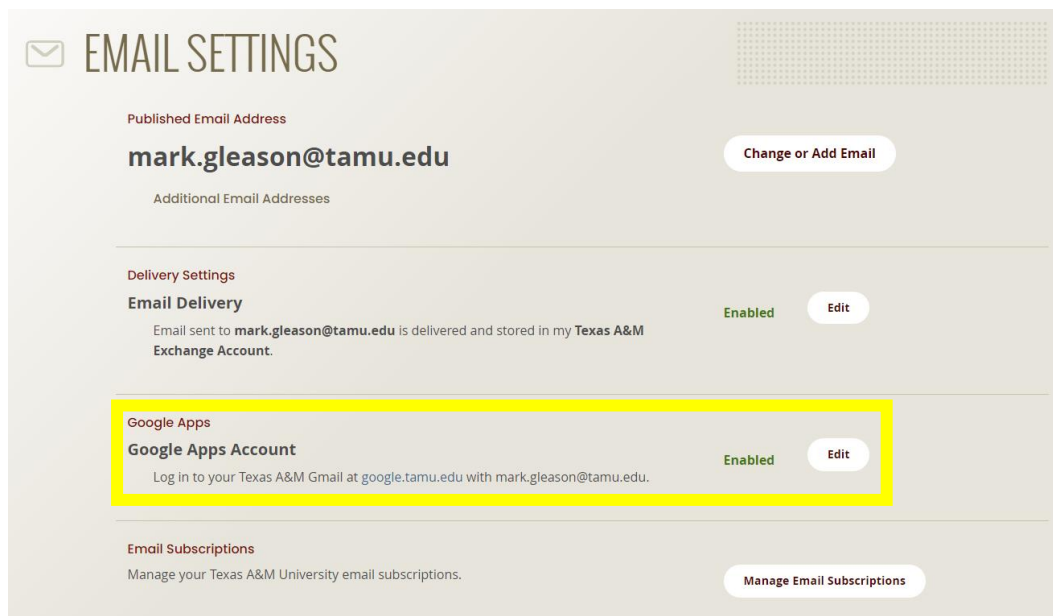
2. [Prospective Nominee] Once a UIN has been assigned,
- a. the prospective nominee will need to claim a NetID by logging in to [Aggie Account Gateway](#) with the assigned UIN and the birthday entered by the sponsoring academic unit.



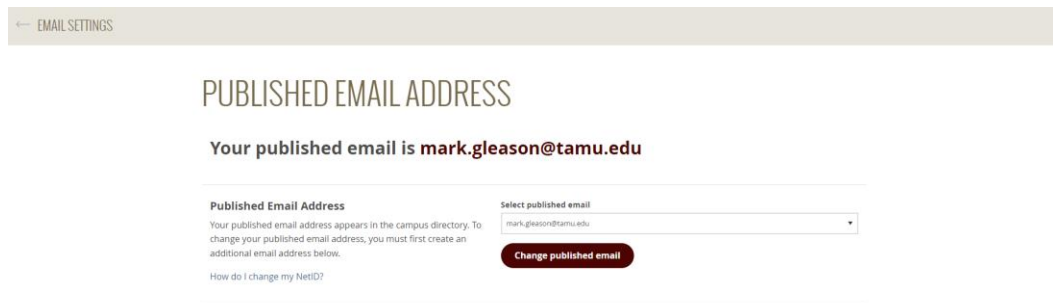
- b. Claim a NetID.
- c. Create a TAMU email address.
- d. Click "Email Settings."



- e. Ensure that “Google Apps Account” shows as “Enabled.”



- f. Click “Change or Add Email.”
- g. Publish the email address to the Directory.

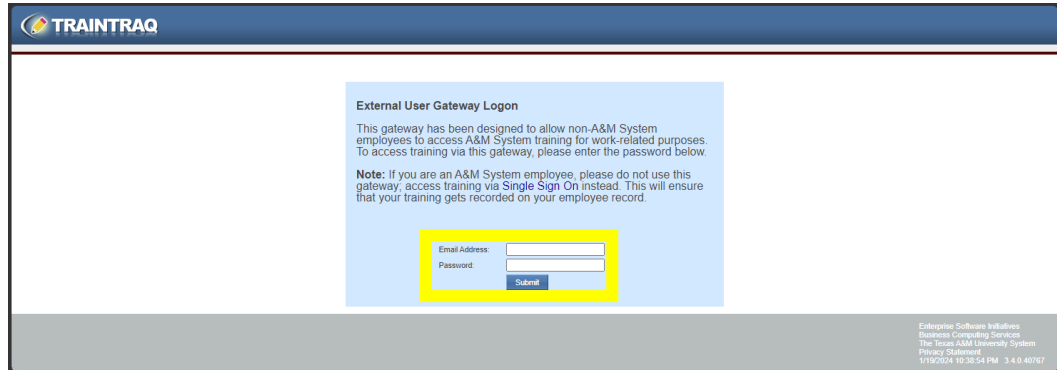


- h. Notify the sponsoring academic unit that all steps have been completed.

Nomination: Once the prospective nominee has received a UIN, claimed a NetID, created a TAMU email address, and published the email to the Directory, the nomination may be submitted.

1. [Academic Unit] The nominating unit will enter the nomination as usual (please “Submission of Nominations” below).

2. [Nominee] Upon submission of the nomination, the nominee will receive notification of training requirements needed to access university platforms.
 - a. The nominee will need to access the [TAMU System external TrainTraQ portal](#).



The screenshot shows the 'External User Gateway Logon' page of the TrainTraQ system. The page has a blue header with the 'TRAINTRAQ' logo. The main content area is white with a light blue background for the login instructions. The instructions state that the gateway is for non-A&M System employees and that users should enter their email address and password. A note advises A&M System employees to use Single Sign On instead. Below the text is a login form with two input fields: 'Email Address' and 'Password', and a 'Submit' button. The footer contains contact information for Enterprise Software Initiatives, Business Computing Services, The Texas A&M University System, and a privacy statement, along with the date and time: 11/19/2024 10:28:24 PM 3.4.0.40767.

- b. Log in with the TAMU email address.
- c. Use the password provided in the email notification (please note, the external training portal changes every three months).
- d. Complete two trainings:
 - i. 2111698: EIS Application Security Statement of Acknowledgement
 - ii. 11012: FERPA

- e. Upon clicking “Start,” enter the information requested and select “M – Texas A&M University” in the TAMUS Member drop-down menu.

Start	2112046	Academic Integrity at Texas A&M University - TAMUG	0.00	0.00
Start	2111125	After you have completed the course, you will be emailed a certificate confirming the completion of the course. If you do not receive an email within 1 hr after completing the course, please contact your training administrator.	0.05	0.00
Start	2114395		0.00	0.00
Start	711028	Please enter the following information:	0.00	0.00
Start	2111485	First Name *		0.00
Start	2111485	Last Name *		0.00
Start	2111255	Employer *		0.00
Start	2113938	TAMUS Member	M - Texas A&M University	0.00
Start	2114533	Work Address		0.00
Start	2114533	Work City		0.00
Start	2113522	Work State		0.00
Start	2111786	Work Phone	(xxx)xxx-xxxx	0.00
Start	2112788	How did you hear about this course? *		0.00
Start	211486	Save		0.00
Start	2111399	BioSafety Training - RMS	0.00	0.00

- f. Upon completion of the two trainings, the GCF Office recommends saving copies of the completion certificates.

Reactivating Expired Credentials: In cases where an individual’s credentials have expired – both terminated TAMU employees and outside members – the academic unit will need to request reactivation of the GCF member’s university credentials.

1. To request reactivation, please complete the [Sponsored NetID Request Form](#) located on the IT Self-Service Portal and for submission to Identity Management.
2. Select the appropriate campus.
3. Complete all required fields.

4. For reactivation, include the individual's UIN.

IT Self-Service
TECHNOLOGY SERVICES

KNOWLEDGE BASE | SYSTEM STATUS | CONTACT | CART

IT Chat | My Notices | Mark Gleason

Home > All Catalogs > IT Services > Accounts and ID Management > Identity Management > Search

NetID > Request a Sponsored NetID

Request a Sponsored NetID

Request a Sponsored NetID Account

This request is used to create a person in the NetID system. This request is submitted for affiliated personnel who are not employed by the university or enrolled in a degree program. Only faculty and staff employees can sponsor NetID accounts for another person. NOTE: Visiting scholars and remote research collaborators must have their accounts created by the Division of Research. Please contact visiting@scholar@tamu.edu for information.

UIN (if known)

*First Name as recorded on Official Legal Document

5. Please ensure the prospective nominee's date of birth is correct.

6. Under "Select Primary Purpose for Account," indicate "Teaching activities"; and under "Descriptor (Teaching)," select "Serving on graduate student committee."

7. Under "Services required for the sponsored account," select "@tamu.edu email Routing" and "Google Apps (Gmail)."

8. In the "Other services requested for the sponsored account," indicate that this is a reactivation request. Include the individual's UIN, NetID, and TAMU email address.

Services requested for the sponsored account.

@tamu.edu Email Routing

VPN

Google Apps (Gmail)

Office 365 A1

Other services requested for the sponsored account.

*Sponsoring A&M System Member.

Texas A&M Identity Services Usage Agreement

I understand and agree to the following statements:

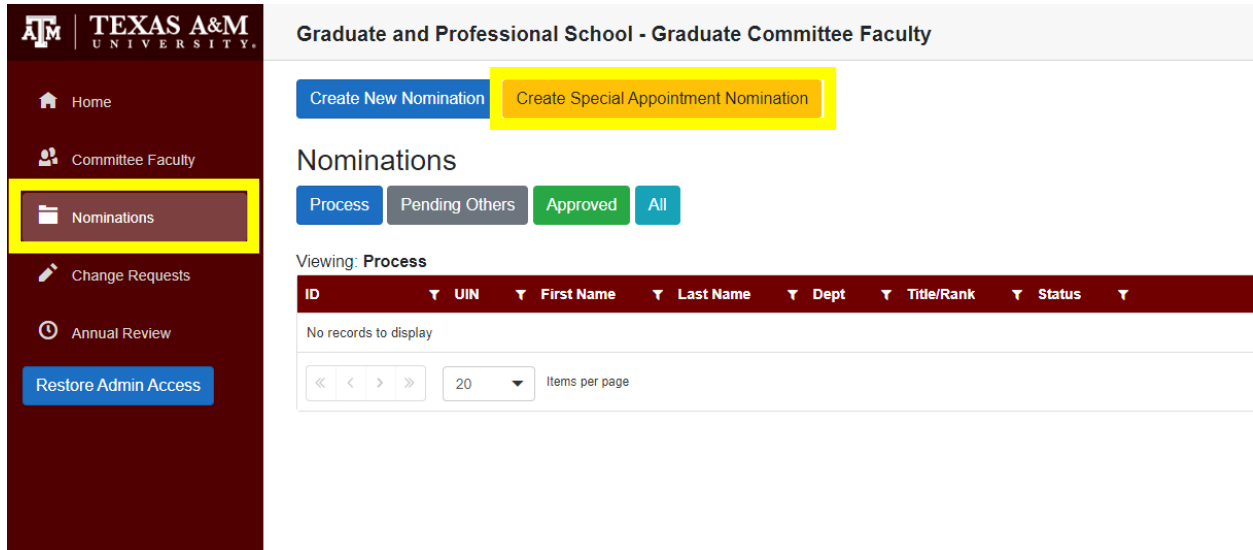
- Use of information resources (including computer accounts) is for authorized Texas A&M University business only.
- I will comply with Texas A&M Information Security Controls, University Rules and SAPs, System Regulations, and all applicable state and federal laws.
- I will be responsible for events resulting from any violation of this agreement.
- Violation of this agreement may result in disciplinary action, up to and including termination of employment.

* I Accept the Texas A&M Identity Services User Agreement

9. Accept the TAMU Identity Services User Agreement and click Submit.

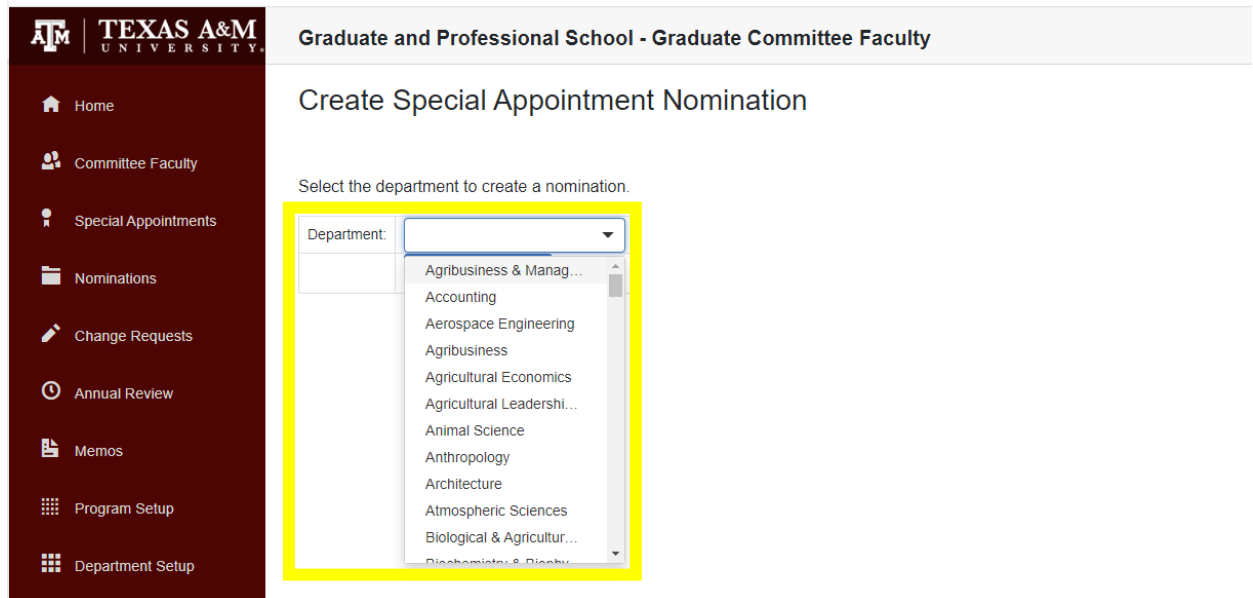
SUBMISSION OF NOMINATIONS FOR SPECIAL APPOINTMENTS (NON-VOTING MEMBERS)

After logging in to GradCom, select the “Nominations” tab. To create a new nomination, click “Create Special Appointment Nomination.”



The screenshot shows the GradCom interface for the Graduate and Professional School - Graduate Committee Faculty. The left sidebar contains navigation options: Home, Committee Faculty, Nominations (highlighted in yellow), Change Requests, Annual Review, and Restore Admin Access. The main content area has two buttons: 'Create New Nomination' and 'Create Special Appointment Nomination' (highlighted in yellow). Below these are filters for 'Process', 'Pending Others', 'Approved', and 'All'. A table header is visible with columns: ID, UIN, First Name, Last Name, Dept, Title/Rank, and Status. The table currently shows 'No records to display' and a pagination control for 20 items per page.

Select the nominating unit in the drop-down menu and click “Start Nomination.”



The screenshot shows the 'Create Special Appointment Nomination' page. The left sidebar includes: Home, Committee Faculty, Special Appointments, Nominations, Change Requests, Annual Review, Memos, Program Setup, and Department Setup. The main content area has the heading 'Create Special Appointment Nomination' and the instruction 'Select the department to create a nomination.' A dropdown menu for 'Department:' is open, showing a list of departments including Agribusiness & Manag..., Accounting, Aerospace Engineering, Agribusiness, Agricultural Economics, Agricultural Leadershi..., Animal Science, Anthropology, Architecture, Atmospheric Sciences, Biological & Agricultur..., and Biochemistry & Biophy... The dropdown menu is highlighted in yellow.

Please note: As of Summer 2022, UINs are no longer required for Special Appointment nominations.

Next, click “Edit.”

ATM | TEXAS A&M UNIVERSITY

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8606

Available Actions:

[Edit](#) [Delete Nomination](#)

Action Note:

Enter the nominating unit’s Mail Stop, the nominee’s First Name, Last Name, email address, Location, Gender, and Position/Title.

Nomination Detail

Nomination ID:	10182
Status:	Incomplete
Nominating Unit:	ARCH
Mail Stop:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Location:	Other
Location Other:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Faculty Category:	<input type="radio"/> Tenure or Tenure-Track TAMU Faculty <input type="radio"/> Academic Professional Track (APT) Faculty of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Professional Staff of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input checked="" type="radio"/> Faculty and Professional Staff Employed by Other Institutions and Organizations
Employed by TAMU:	<input type="checkbox"/>
Nominee Employer:	<input type="text"/>
Position Title:	<input type="text"/>
	Save

Click “Save” before completing the remainder of the form.

Click “+ Add” to generate the fields for entry of the nominee’s Degree, Institution, Year Awarded, and Major Area. Once all four boxes are filled, click the “Save” button.

Degree	Institution	Year Awarded	Major Area	
PHD	Texas A&M University	2022	Studies	Save

Click the “+ Add” button to enter additional degrees. Please ensure all degrees match the nominee’s CV as the nomination may be returned for any mismatches.

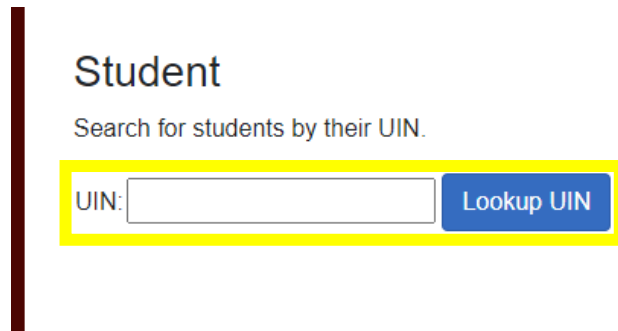
Under “Documents,” click “Browse...” to select the relevant supporting files (please upload PDFs *only*).

View	Type	Current File	Upload New File
View	C.V.	CV.pdf	<input type="button" value="Browse..."/> Or drop files here
	Letter		<input type="button" value="Browse..."/> Or drop files here

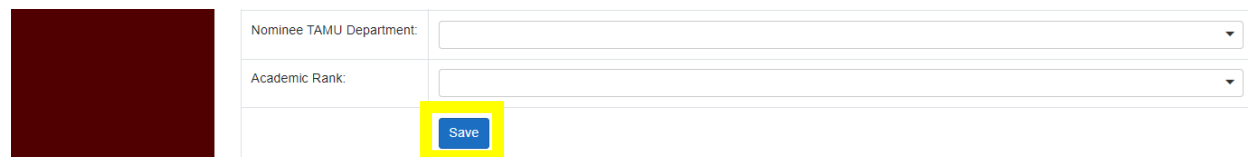
File uploading... File uploaded successfully

*Please note: For nominations of Academic Professional Track (APT) Faculty, Professional Staff (PS) of TAMU, or Faculty and Professional Staff Employed by Other Institutions (OtherFPS), please provide a Curriculum Vitae and Letter of Support. For nominations of Tenured/Tenure-Track Faculty (TTF) at TAMU, **only** a Curriculum Vitae is required.*

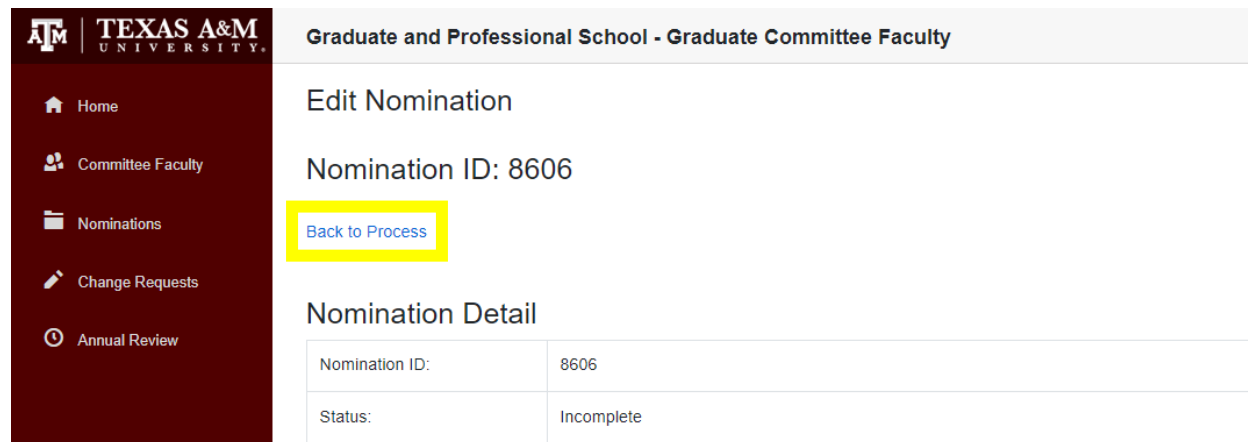
Under “Student,” enter the UIN of the student which the Special Appointment will advise and click “Lookup UIN.”



Once all the information has been entered, return to the middle of the page and click “Save.”



Having saved all details, return to the top of the page and click “Back to Process.”



Nomination Detail	
Nomination ID:	8606
Status:	Incomplete

Under “Nomination Detail,” confirm that the information entered is correct. If changes are required, click the “Edit” button. If the nomination is complete, click “Submit Nomination.” It will then proceed through the workflow.

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8606

Available Actions:

[Edit](#) [Submit Nomination](#) [Delete Nomination](#)

Action Note:

Nomination Detail	
Nomination ID:	8606
Status:	Incomplete

If a nomination is returned, an Action Note will be entered by the user. Under the “Process” tab, select the returned nomination by clicking the ID number highlighted in blue.

Graduate and Professional School - Graduate Committee Faculty

[Create New Nomination](#) [Create Special Appointment Nomination](#)

Nominations

[Process](#) [Pending Others](#) [Approved](#) [All](#)

Viewing: **Process**

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8606		Mark	Gleason	DEPT	Adjunct Assistant Professor	Returned

« < 1 > » 20 Items per page

The reason for the nomination’s return is viewable at the bottom of the page under “History.”

History

Date	Status	User	Note
4/5/2023 9:08:11 AM	Returned	Mark Gleason	Returned from Graduate and Professional School Review. Nominee
3/30/2023 3:58:41 PM	Graduate and Professional School Review	Duncan Walker	Approved from GOC Approval.
3/30/2023 3:58:31 PM	GOC Approval	Duncan Walker	Approved from GIC Approval.
9/13/2022 12:06:57 PM	GIC Approval	Victor Ugaz	Approved from Department Approval.
9/13/2022 12:06:22 PM	Department Approval	Larissa Pchenitchnaia	Approved from Returned.

The nomination can be corrected by clicking “Edit.”

Once the adjustments have been made and saved, click “Back to Process,” confirm that the information is correct under “Nomination Detail,” and then click “Submit Nomination.”

Once the nomination has been submitted, it will move to the unit’s Department Approver.

If a unit no longer intends to pursue an incomplete or returned nomination, it can be cleared from the system by selecting “Delete Nomination.”

The screenshot shows the Texas A&M University Graduate and Professional School - Graduate Committee Faculty interface. The page title is "Nomination" and the nomination ID is 0. Under "Available Actions," there are four buttons: "Edit" (grey), "Nomination" (green), "Return Nomination" (yellow), and "Delete Nomination" (red), which is highlighted with a yellow box. Below the buttons is an "Action Note" text area. A sidebar on the left contains navigation links for Home, Committee Faculty, Nominations, Change Requests, and Annual Review.

To view the status of nominations, select the “Nominations” tab and click “Pending Others.”

Graduate and Professional School - Graduate Committee Faculty

Create New Nomination Create Special Appointment Nomination

Nominations

Process Pending Others Approved All

Viewing: Pending Others


ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8554		Matthew	Ege	DEPT	Associate Professor	Department Approval
8591		Kevin	Kraeft	DEPT	Assistant Professor	GIC Approval
8598		Mark	Gleason	DEPT		Final Approval
8599		Trenton	Smith	DEPT		Graduate and Professional School Review
8602		Daniel	Howard	DEPT	Professor	GOC Approval

Items per page: 20

The “Approved” tab shows all approved nominations submitted or approved by the user.

MAKING CHANGE REQUESTS TO EXISTING VOTING MEMBERSHIPS

After logging in to gradcom.tamu.edu, select the “Change Requests” or the “Committee Faculty” tab.

The screenshot shows the 'Graduate and Professional School - Graduate Committee Faculty' page. On the left is a dark red navigation sidebar with the Texas A&M University logo at the top. The sidebar contains several menu items: 'Home', 'Committee Faculty' (highlighted with a yellow box), 'Nominations', 'Change Requests' (highlighted with a yellow box), and 'Annual Review'. Below the sidebar is a blue button labeled 'Restore Admin Access'. The main content area has a light gray header with the page title. Below the header is the 'Change Request List' section. A yellow highlighted box contains a message: 'To create a new Change Request, go to [Committee Faculty](#) and view the faculty member. The option is below their list of Memberships.' Below this message are four buttons: 'Process' (blue), 'Pending Others' (gray), 'Approved' (green), and 'All' (teal). Underneath the buttons, it says 'Viewing: Process'. There is an 'Instructions:' section with three paragraphs of text. The first paragraph says 'Review each faculty member's Memberships. If changes are needed, click the Update button above their Membership list.' The second paragraph says 'You can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.' The third paragraph says 'To view the history of a change request, click its status button .

On the “Graduate Faculty Committee” page, you can search by first or last name, or see all members with a specific unit affiliation (the affiliation in **bold** is the member’s primary/home department). Select a specific member by clicking “View.”

Note: users can make change requests only for nominating units in which they are authorized.

The screenshot shows the 'Graduate Faculty Committee' page. The left sidebar is identical to the previous screenshot, with 'Committee Faculty' and 'Change Requests' highlighted. The main content area has a light gray header with the page title. Below the header is a message: 'You do not have access to this page. Search for specific:'. Below this message is a search form with three input fields: 'First Name:', 'Last Name:', and 'Department:'. A blue 'Search' button is below the fields. Below the search form is a table with the following data:

ID	First Name	Last Name	Title/Rank	Departments
view	Artem	Abanov	Associate Professor	PHYS
view	James	Abbey	Professor	INFO ARCH
view	Ahmed	Abdalla	Associate Professor	CHEN EAHR CLEN MSEN
view	Ahmed	Abdel-Wahab	Professor	CHEN CLEN
view	Ahmed	Abdelaal	Instructional Assistant Professor	ETID
view	Sara	Abedi Mashhadimighani	Assistant Professor	PETE CVEN

Under “Memberships,” select your unit from the drop-down menu, enter a Reason for the requested change (required), and click “Start Change Request.”

Memberships

Department	Major	Degree	Role
ARCH	ARCH	PHD	Member
ARCH	ARCH	MAR	Member
ARCH	ARCH	MS	Member

You can start a Change Request for the selected Department:


Architecture

Reason:

Promotion to an APT faculty role enables the member to hold the Chair role.

Start Change Request

The request will move to the “Change Request List” page. To initiate, click the “Update” button.



- Home
- Committee Faculty
- Nominations
- Change Requests
- Annual Review


Graduate and Professional School - Graduate Committee Faculty

Change Request List


To create a new Change Request, go to [Committee Faculty](#) and view the faculty member. The option is below their list of Memberships.

Process
Pending Others
Approved
All

Viewing: **Process**

Instructions:
 Review each faculty member's Memberships. If changes are needed, click the Update button above their Membership list.
 You can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.
 To view the history of a change request, click it's status button .

Select All
 Approve Selected
Return Selected

Process	UIN	Name	Department	Status	Status Date	Memberships									
Update		████████ Faculty Name	DEPT	Incomplete 	6/1/2022 2:37:16 PM	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Program</th> <th>Current Membership</th> <th>New Membership</th> </tr> </thead> <tbody> <tr> <td>DEPT MS</td> <td>CCM</td> <td>CCM</td> </tr> <tr> <td>DEPT PHD</td> <td>CCM</td> <td>CCM</td> </tr> </tbody> </table>	Program	Current Membership	New Membership	DEPT MS	CCM	CCM	DEPT PHD	CCM	CCM
Program	Current Membership	New Membership													
DEPT MS	CCM	CCM													
DEPT PHD	CCM	CCM													

<<
1
>>

An “Update Memberships” box will open. The user may then click the button for the new appropriate roles. The update will appear under the “New Membership” column. Once completed, click the “Submit Change and Approve” button.

To initiate a new Change Request, go to [Committee Faculty](#) and search for the Graduate Committee Faculty mem

Update Memberships
Close

UIN:	411007964
Faculty Name:	Mark Gleason
Department:	ARCH

Program	Current Membership	New Membership	Update New To
ARCH MAR	M	CCM	<div style="display: flex; justify-content: space-between; padding: 2px;"> Chair/Co-chair/Member Co-chair/Member Member None </div>
ARCH MS	M	CCM	<div style="display: flex; justify-content: space-between; padding: 2px;"> Chair/Co-chair/Member Co-chair/Member Member None </div>
ARCH PHD	M	CCM	<div style="display: flex; justify-content: space-between; padding: 2px;"> Chair/Co-chair/Member Co-chair/Member Member None </div>

Change Reason: Promotion to an APT faculty role enables the member to hold the Chair role.

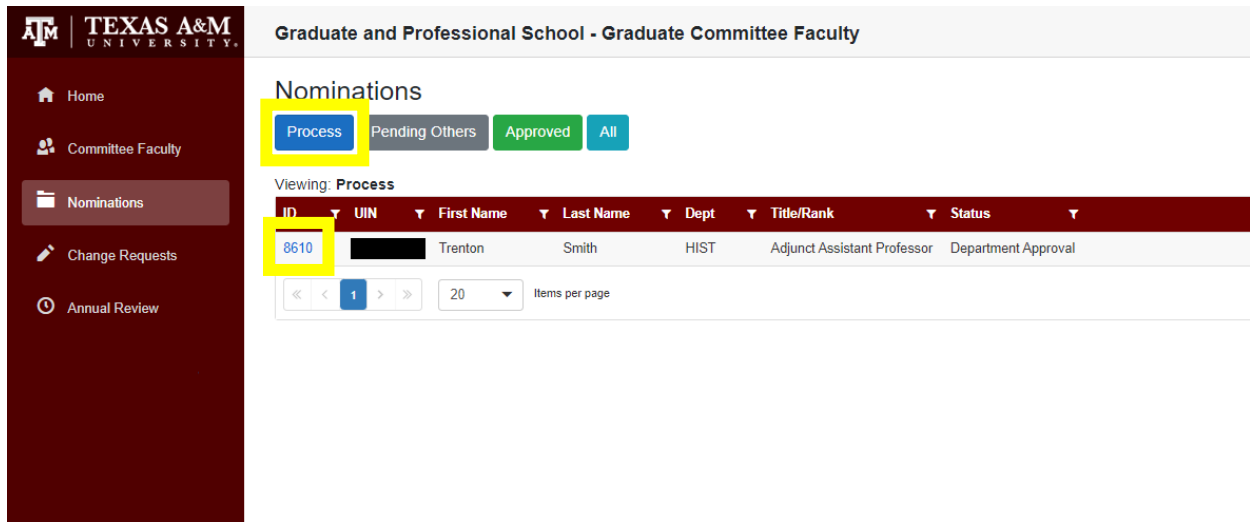
Submit Change and Approve
Delete Change

Once the change request has been submitted, it will move to the unit’s Department Approver.

COLLEGE OR SCHOOL/DEPARTMENT/PROGRAM (AND PROXY) APPROVAL

Following submission of all nominations and change requests, the first step in the workflow requires College/School, Department, or Program Approval.

Nominations: After logging in to GradCom, select the “Nominations” tab. Under “Process,” the user will find nominations awaiting approval.



The screenshot shows the GradCom interface for the Graduate and Professional School - Graduate Committee Faculty. The left sidebar contains navigation options: Home, Committee Faculty, Nominations (selected), Change Requests, and Annual Review. The main content area is titled "Nominations" and features four filter buttons: "Process" (highlighted in yellow), "Pending Others", "Approved", and "All". Below the filters, it indicates "Viewing: Process". A table lists nominations with columns for ID, UIN, First Name, Last Name, Dept, Title/Rank, and Status. The first row shows ID 8610 (highlighted in yellow), UIN [redacted], First Name Trenton, Last Name Smith, Dept HIST, Title/Rank Adjunct Assistant Professor, and Status Department Approval. At the bottom, there is a pagination control showing page 1 of 1 and 20 items per page.

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8610	[redacted]	Trenton	Smith	HIST	Adjunct Assistant Professor	Department Approval

Click on the ID number in blue.

After reviewing the information under “Nomination Details,” click on “Approve Nomination” to move it forward to the next approver (see workflow). To see the nomination’s status, click “Pending Others.”

The screenshot shows a web interface for managing nominations. On the left is a dark red sidebar with navigation links: Home, Committee Faculty, Nominations, Change Requests, and Annual Review. The main content area is titled "Nomination" and displays "Nomination ID: 8610". Under "Available Actions:", there are two buttons: "Approve Nomination" (green) and "Return Nomination" (orange). Below these is an "Action Note:" field. A yellow box highlights the "Approve Nomination" button. Below the "Action Note" field is a section titled "Nomination Detail" (highlighted with a yellow box) containing a table with the following information:

Nomination ID:	8610
Status:	Department Approval
Nominating Unit:	HIST

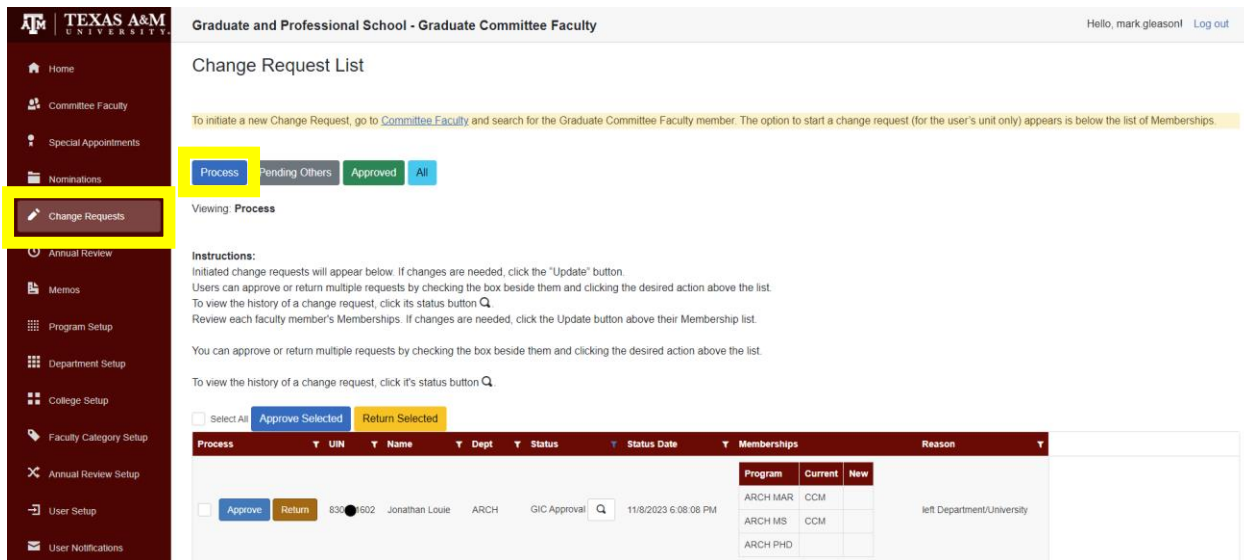
If changes to the nomination are needed, click “Return Nomination” and it will go back to the user who created the nomination.

This screenshot is similar to the previous one but includes the Texas A&M University logo and the text "Graduate and Professional School - Graduate Committee Faculty" at the top. The "Return Nomination" button is now highlighted with a yellow box. The "Action Note:" field is also highlighted with a yellow box, indicating that a comment must be entered before returning a nomination.

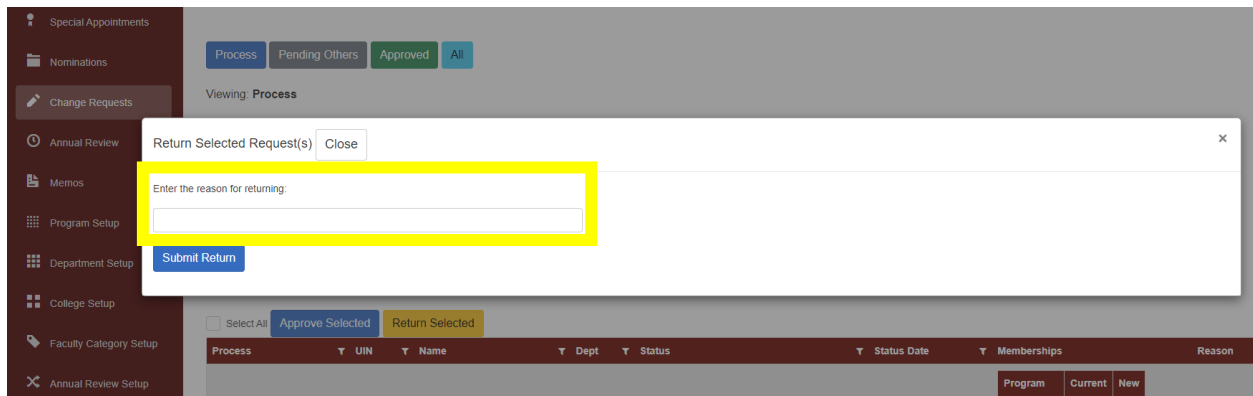
Please note: a comment must be entered under “Action Note” in order to return a nomination.

Upon approval of a TTF/SA Nomination by the Department Approver, it will move to the Graduate and Professional School for review and approval. For APT/PS/OtherFPS Nominations, it will move to the GIC Approver for review and approval.

Change Requests: After logging in to GradCom, select the “Change Requests” tab. Under “Process,” the user will find nominations awaiting approval.



Pending changes will appear with options to “Approve” or “Return.” If the change is acceptable, click “Approve.” If there are any issues, click “Return.” A dialogue box will then appear requesting a reason for the return.

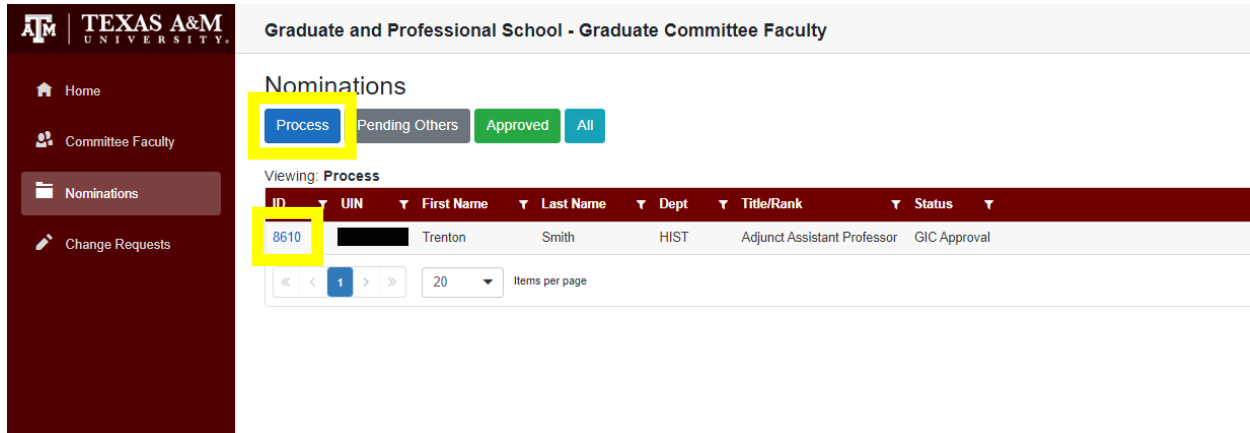


Once a reason has been entered, click “Submit Return.”

Upon approval of a TTF Change Request by the Department Approver, it will move to the Graduate and Professional School for review and approval. For APT/PS/OtherFPS Change Requests, it will move to the GIC Approver for review and approval.

GIC AND GOC APPROVAL

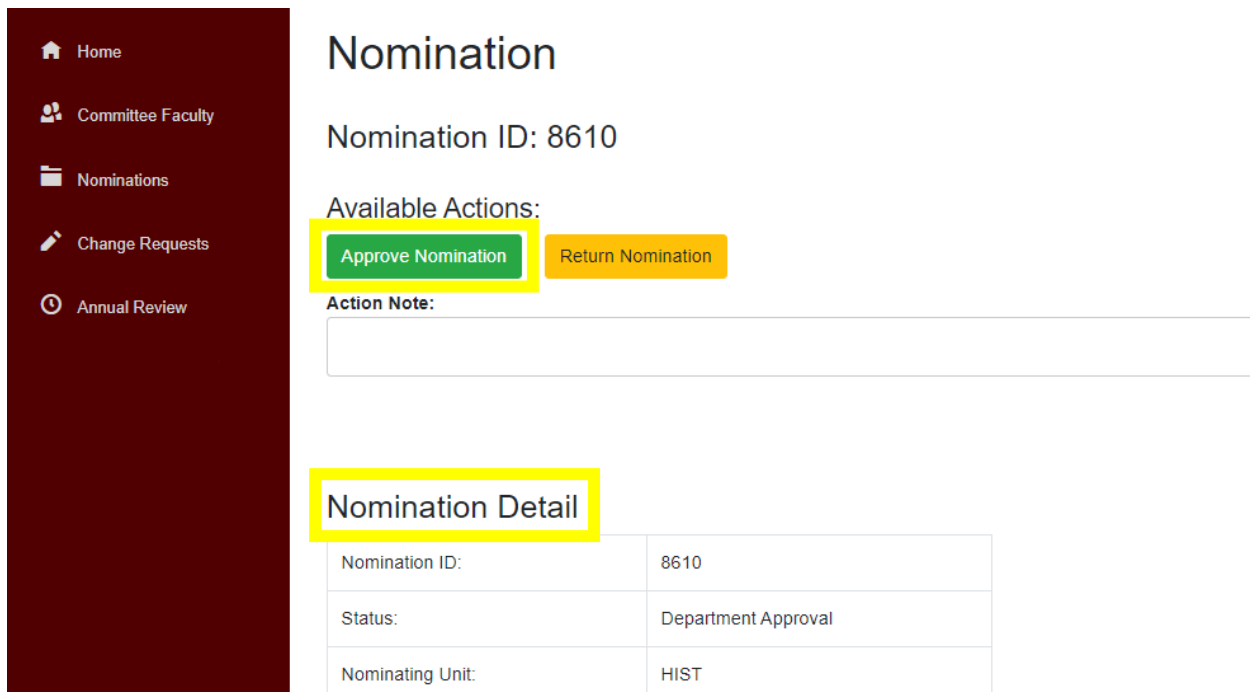
Nominations: After logging in to GradCom, select the “Nominations” tab. Under “Process,” the user will find nominations awaiting approval.



The screenshot shows the Texas A&M University GradCom interface. The left sidebar contains navigation links: Home, Committee Faculty, Nominations (highlighted), and Change Requests. The main content area is titled "Graduate and Professional School - Graduate Committee Faculty" and "Nominations". There are four buttons: "Process" (highlighted in blue), "Pending Others", "Approved", and "All". Below the buttons, it says "Viewing: Process". A table lists nominations with columns: ID, UIN, First Name, Last Name, Dept, Title/Rank, and Status. The first row is highlighted, with the ID "8610" also highlighted in blue. The row data is: ID: 8610, UIN: [redacted], First Name: Trenton, Last Name: Smith, Dept: HIST, Title/Rank: Adjunct Assistant Professor, Status: GIC Approval. Below the table is a pagination control showing "1" of 20 items per page.

Click on the ID number in blue.

After reviewing the information under “Nomination Details,” click on “Approve Nomination” to move it forward to the next approver.

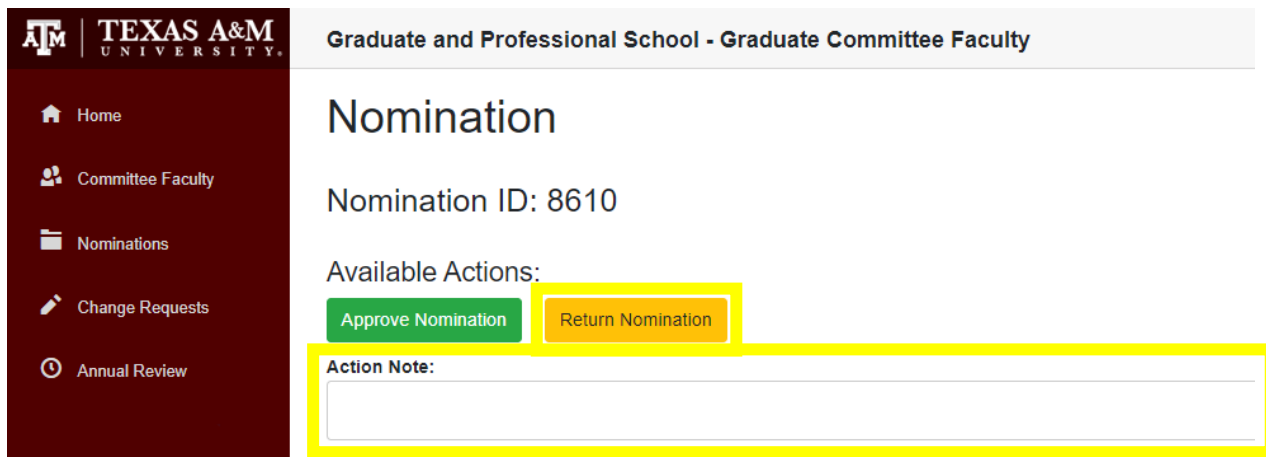


The screenshot shows the "Nomination" details page for ID 8610. The left sidebar is the same as in the previous screenshot. The main content area is titled "Nomination" and "Nomination ID: 8610". Under "Available Actions:", there are two buttons: "Approve Nomination" (highlighted in green) and "Return Nomination" (highlighted in yellow). Below this is an "Action Note:" field with a text input area. At the bottom, there is a "Nomination Detail" section (highlighted in yellow) containing a table with the following data:

Nomination ID:	8610
Status:	Department Approval
Nominating Unit:	HIST

Following approval, to see the nomination’s status click “Pending Others.”

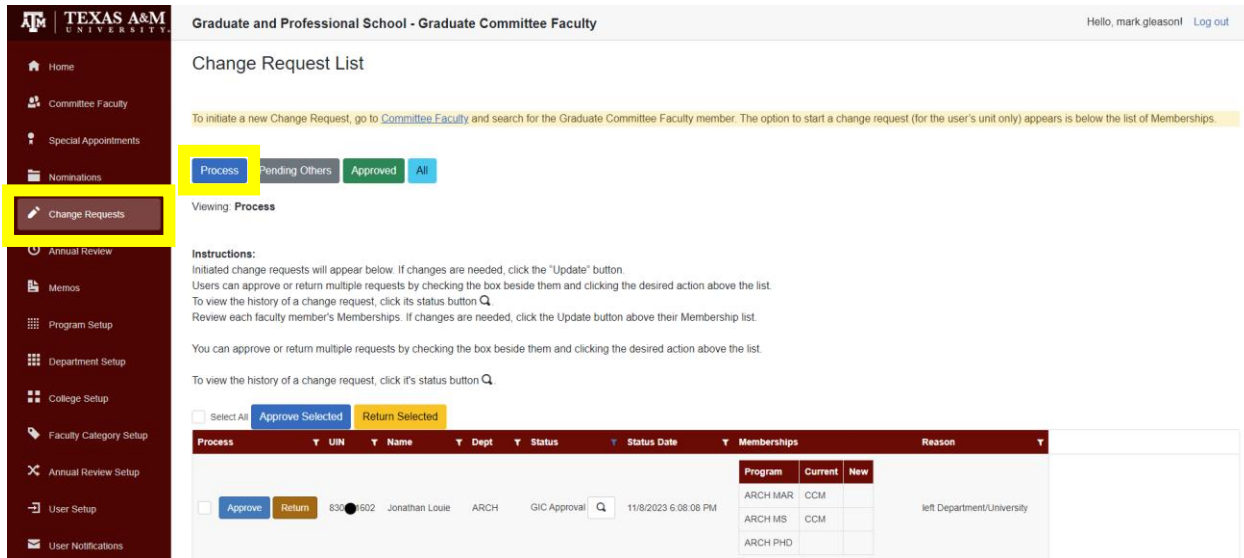
If changes to the nomination are needed, click “Return Nomination” and it will go back to the user who created the nomination.



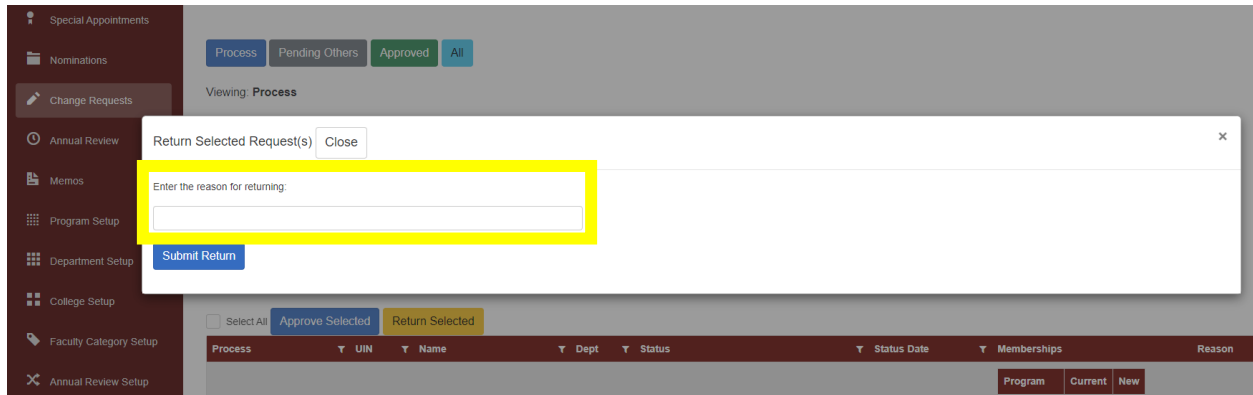
Please note: a comment must be entered under “Action Note” in order to return a nomination.

Upon approval of a Nomination by the GOC Approver, it will move to the Graduate and Professional School for review and approval.

Change Requests: After logging in to GradCom, select the “Change Requests” tab. Under “Process,” the user will find nominations awaiting approval.



Pending changes will appear with options to “Approve” or “Return.” If the change is acceptable, click “Approve.” If there are any issues, click “Return.” A dialogue box will then appear requesting a reason for the return.



Once a reason has been entered, click “Submit Return.”

Upon approval of a Change Request by the GOC Approver, it will move to the Graduate and Professional School for review and approval.

ANNUAL REVIEW

Each year, every academic unit will need to review its members of the Graduate Committee Faculty. When the Graduate and Professional School opens the Annual Review, users authorized to enter nominations will initiate the process for their units.

As of 2022, the Faculty Senate approved a revision to the GCF Guidelines to increase interdisciplinary research in graduate and professional education by reducing barriers and fostering collaborations. These changes eliminated the requirement that TTF and APT faculty members must be added to the GCF for each degree-granting unit in which the faculty will serve as Co-Chair.

TTF and APT faculty may be approved to serve as Co-Chair on a doctoral or a master's committee in any degree-granting unit by its department head or chair of intercollegiate faculty during the approval process for new degree plans or change in committee petitions.

Checking GCF Members' Advisory Committee Status: Academic units must ensure that no GCF member currently active on a student advisory committee is removed through the Annual Review process. To check a member's advisory committee service,

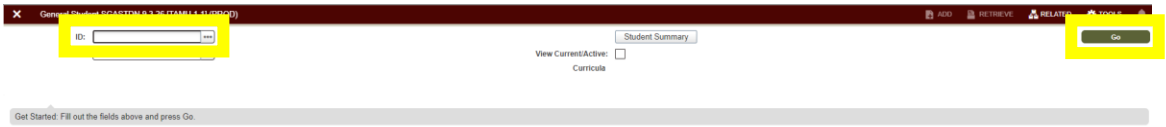
1. log in to Howdy and click on the Compass tile.



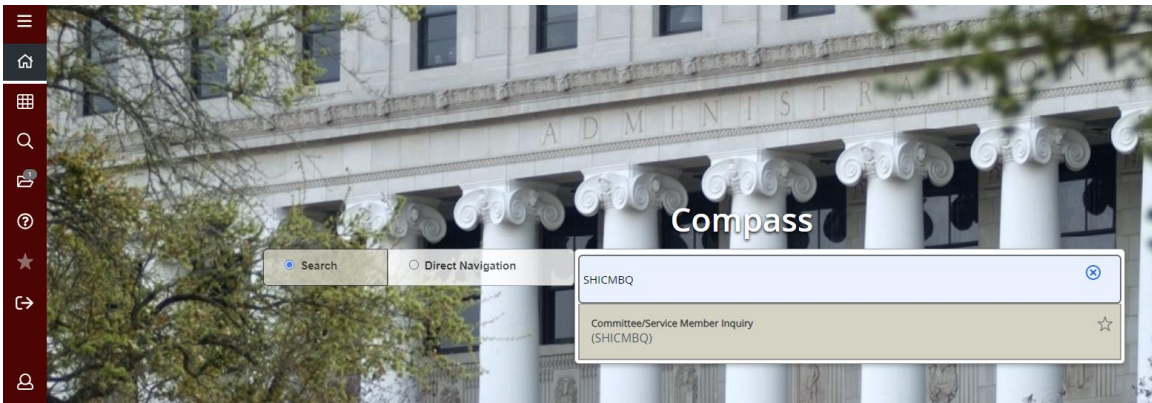
2. Searching an individual's committee service requires a T-number in Compass. In the Search field enter SGASTDN for the "General Student" screen.



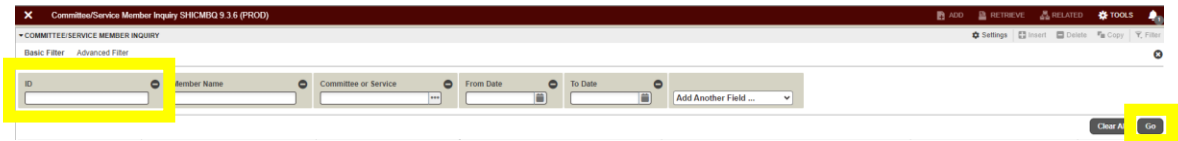
3. In the ID field, enter the member's UIN and click the "Go" button.



4. The UIN will be translated to a T-number in the ID field. Copy the T-number, exit the SGASTDN screen, and then go to the SHICMBQ "Committee/Service Member Inquiry" screen.



5. Enter the T-number in the ID field and click "Go."



6. A list of all student advisory committees the member has served on will be displayed including the status, type, dates, and students' names. "IG" indicates that the student graduated or is now inactive; "AC" indicates that the advisory committee is still active.

IG	PCOMM	Doctoral Advisory Committee	21-SEP-2012	09-AUG-2019
AC	PCOMM	Doctoral Advisory Committee	31-AUG-2023	31-DEC-2099
IG	PCOMM	Doctoral Advisory Committee	01-FEB-2019	12-AUG-2022
IG	PCOMM	Doctoral Advisory Committee	11-MAR-2015	16-DEC-2022
AC	PCOMM	Doctoral Advisory Committee	25-JUL-2022	31-DEC-2099
IG	PCOMM	Doctoral Advisory Committee	13-AUG-2018	16-DEC-2022
AC	PCOMM	Doctoral Advisory Committee	21-AUG-2019	31-DEC-2099

If the member is still active on any advisory committees, do not remove them from the GCF during Annual Review. If the member is not active on any advisory committees, proceed to the removal process.

Initial Review: Upon initiation of the Annual Review process, all current members of the unit's GCF will be listed under the "Annual Review" tab and each entry's status will be marked as "Incomplete" for all users with the "Enter/View Nominations" designation.

After logging in to GradCom, select the "Annual Review" tab. Under "Process," the user will find all the unit's active GCF members.

Graduate and Professional School - Graduate Committee Faculty

Annual Review

Process Pending Others Approved All

Viewing: Process

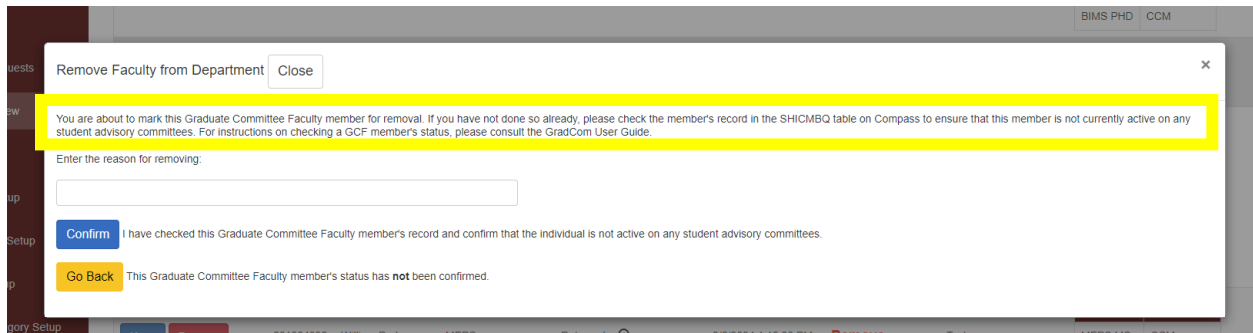
Instructions: Review each faculty member. If they should be removed, click Remove. Otherwise click Keep.

To view the history of a change request, click it's status button Q.

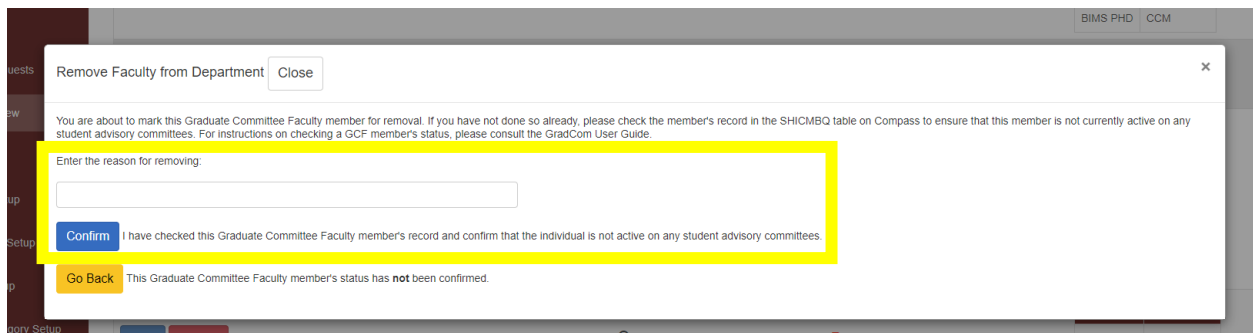
Process	UIN	Name	Department	Status	Status Date	Keep/Remove	Remove Reason	Memberships						
Keep Remove	[Redacted]	Jan Smith	HIST	Incomplete Q	5/13/2022 4:13:00 PM			<table border="1"> <thead> <tr> <th>Program</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>HIST MA</td> <td>CCM</td> </tr> <tr> <td>HIST PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Membership	HIST MA	CCM	HIST PHD	CCM
Program	Membership													
HIST MA	CCM													
HIST PHD	CCM													
Keep Remove	[Redacted]	Jane Smith	HIST	Incomplete Q	5/13/2022 4:13:00 PM			<table border="1"> <thead> <tr> <th>Program</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>HIST MA</td> <td>CCM</td> </tr> <tr> <td>HIST PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Membership	HIST MA	CCM	HIST PHD	CCM
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Keep Remove	[Redacted]	John Smith	HIST	Incomplete Q	5/13/2022 4:13:00 PM			<table border="1"> <thead> <tr> <th>Program</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>HIST MA</td> <td>CCM</td> </tr> <tr> <td>HIST PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Membership	HIST MA	CCM	HIST PHD	CCM
Program	Membership													
HIST MA	CCM													
HIST PHD	CCM													

For each member who should remain active in the unit’s Graduate Committee Faculty, click the “Keep” button. For anyone who has left the university, or the unit has deemed no longer qualified through an appropriate university process, click the “Remove” button.

After clicking the “Remove” button, a dialogue box will open stating, “You are about to mark this Graduate Committee Faculty member for removal. If you have not done so already, please check the member’s record in the SHICMBQ table on Compass to ensure that this member is not currently active on any student advisory committees.”



Once a reason for removal has been entered, the user may click “Confirm” to the statement, “I have checked this Graduate Committee Faculty member’s record and confirm that the individual is not active on any student advisory committees.”



If the individual’s current status has not been confirmed, click “Go Back.”

Once the unit’s nomination entry person has marked the individual to keep or remove, it will move on to Department Approval.

Keep/Remove Approval: For the College or School/Department/Program Approver, after logging in to GradCom select the “Annual Review” tab. Under “Process,” the user will find all the unit’s current GCF members. Their keep or remove designation – as marked by the Nomination Entry Person – is displayed under the “Keep/Remove” column.

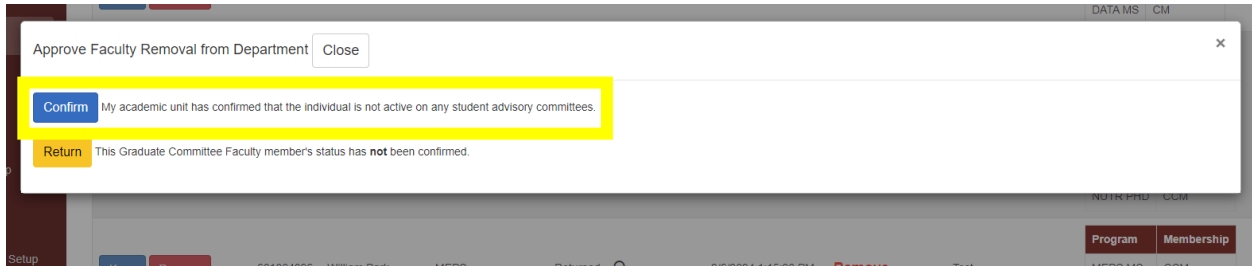
The screenshot shows the 'Annual Review' page for 'Graduate and Professional School - Graduate Committee Faculty'. The left sidebar has 'Annual Review' highlighted. The main content area shows a table of faculty members. The 'Keep/Remove' column is highlighted with a yellow box. The table has the following data:

Process	UIN	Name	Department	Status	Status Date	Keep/Remove	Remove Reason	Memberships						
<input type="checkbox"/> Approve Return	[Redacted]	Jane Smith	HIST	Department Approval	6/3/2022 10:56:30 AM	Keep		<table border="1"> <tr><th>Program</th><th>Membership</th></tr> <tr><td>HIST MA</td><td>CCM</td></tr> <tr><td>HIST PHD</td><td>CCM</td></tr> </table>	Program	Membership	HIST MA	CCM	HIST PHD	CCM
Program	Membership													
HIST MA	CCM													
HIST PHD	CCM													
<input type="checkbox"/> Approve Return	[Redacted]	John Smith	HIST	Department Approval	6/3/2022 1:28:49 PM	Remove	Left the university.	<table border="1"> <tr><th>Program</th><th>Membership</th></tr> <tr><td>HIST MA</td><td>CCM</td></tr> <tr><td>HIST PHD</td><td>CCM</td></tr> </table>	Program	Membership	HIST MA	CCM	HIST PHD	CCM
Program	Membership													
HIST MA	CCM													
HIST PHD	CCM													

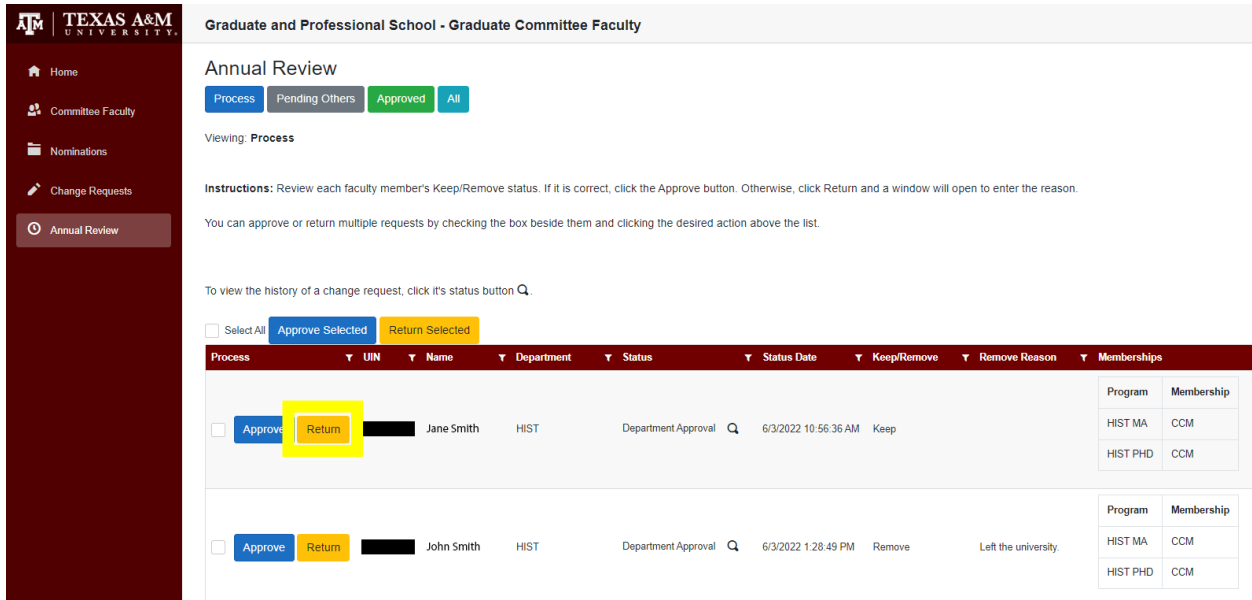
To confirm the keep or removal, click the “Approve” button.

This screenshot is identical to the previous one, but the 'Approve' button for the first faculty member (Jane Smith) is highlighted with a yellow box, indicating the action to be taken.

If the individual is marked for removal, the reason will be displayed in the next column. Upon clicking “Approve,” a dialogue box will open. The Department Approver will then be prompted to click “Confirm” for the statement, “My academic unit has confirmed that the individual is not active on any student advisory committees.”



If the member’s status cannot be confirmed, click the “Return” button and then “Close.” If a keep or remove assignment was made in error, or the individual’s status has not been confirmed, the Department Approver may also return it to the unit’s nomination entry person by clicking “Return” on the main page.



The “Return” button will open a dialogue box. Enter a reason for returning the entry and click “Submit Return.”



Once corrected, the keep or remove will need to be resubmitted by the unit's nomination entry person.

Once the individual's keep or remove has received approval of the Department Approver, it will move on to the Graduate and Professional School for final approval.

GRADCOM CONTACT INFORMATION

For questions or issues with access to GradCom, please contact the Graduate Committee Faculty

Administrative Coordinator at GradCom@tamu.edu or 979-845-3631.