



Graduate Committee Faculty System User's Guide

**THE GRADUATE AND
PROFESSIONAL SCHOOL**

June 2022 Version

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The Graduate Committee Faculty System (GradCom)

Authorized users may access the Graduate Committee Faculty System by logging into gradcom.tamu.edu.

To access, nominate, or approve in the GradCom system, the user must be listed on a college/school, department, or interdisciplinary degree program's Authorized Signers Form. Any issues with access or notifications should be directed to the Graduate Committee Faculty Administrative Coordinator at gradcom@tamu.edu or 979-845-3631.

IMPORTANT NOTES FOR GCF NOMINATIONS

Complete the form in its entirety, upload the appropriate documents, and submit the nomination for approval through the workflow.

A nomination for membership *with* voting privileges cannot be submitted for anyone who does not have a University Identification Number (UIN). To request a UIN, please complete the form located on the [IT Self-Service portal](#) and submit it to Identity Management. 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.

DEFINITIONS 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

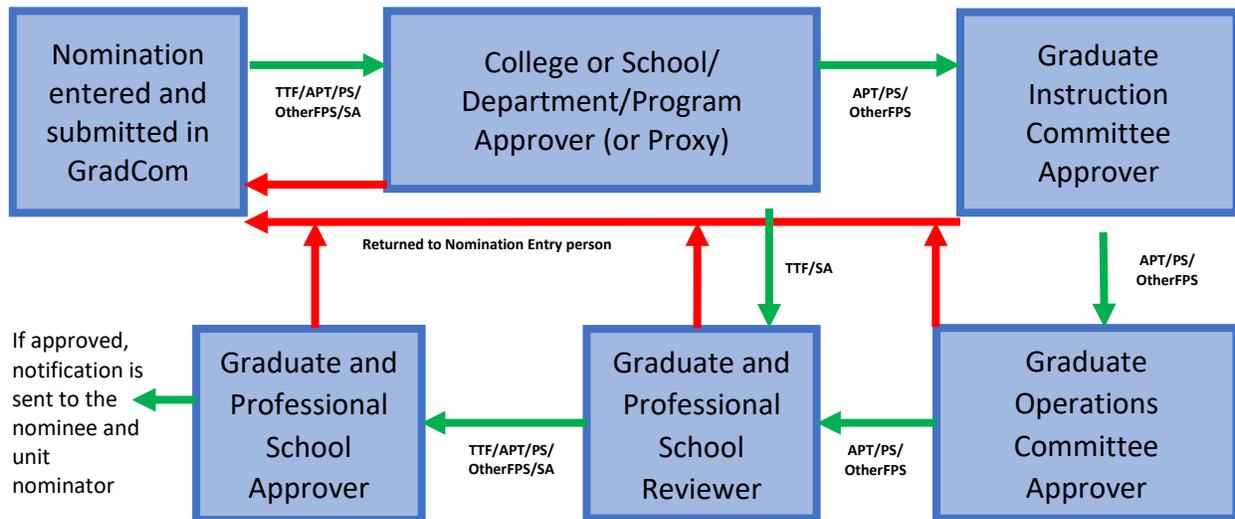
GOC Approver: college or school's representative Dean on the Graduate Operations Committee; designated to review and approve nominations of Academic Professional Track (APT) faculty, Professional Staff (PS), and Other Faculty and Professional Staff (OtherFPS) following approval by the College or School/Department/Program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

GIC-GOC 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

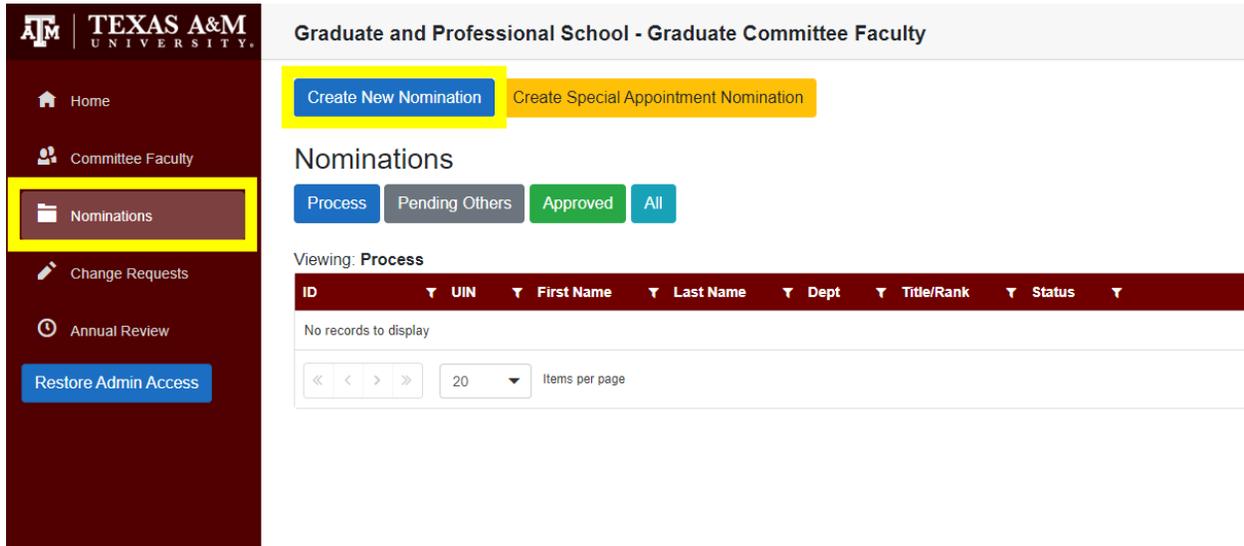
Graduate and Professional School Approver: Associate Dean of the Graduate and Professional School;
 designated to review and make final approval of all nominations following approval by the
 Graduate and Professional School Reviewer

APPROVAL WORKFLOW



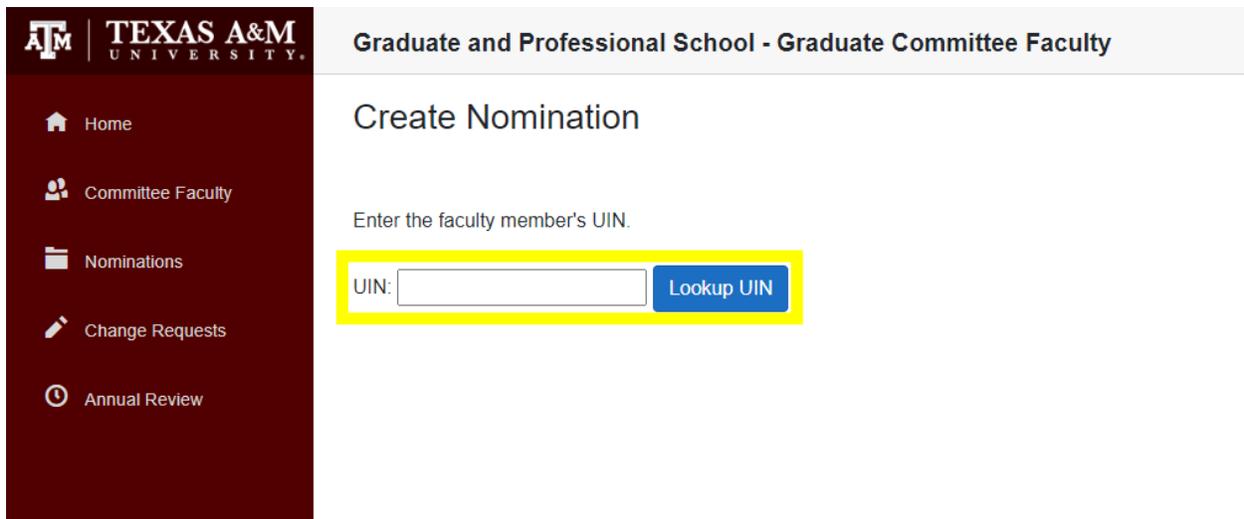
SUBMISSION OF NOMINATIONS

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 navigation options: Home, Committee Faculty, Nominations (highlighted in yellow), Change Requests, and Annual Review. A 'Restore Admin Access' button is also present. The main content area displays the 'Nominations' page with two buttons: 'Create New Nomination' (highlighted in yellow) and 'Create Special Appointment Nomination'. Below these are filters for 'Process', 'Pending Others', 'Approved', and 'All'. The current view is set to 'Process'. 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.

Enter the faculty member’s UIN and click “Lookup UIN” (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, with 'Nominations' highlighted. The main content area is titled 'Create Nomination' and contains the instruction 'Enter the faculty member's UIN.' Below this is a form with 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. Select the nominating unit from the drop-down menu and then click “Start Nomination.”

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@tam.u.edu
Department:	<input type="text"/>

[Start Nomination](#)

Next, click “Edit.”

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:	
UIN:	██████████
First Name:	Mark
Last Name:	Gleason
Email:	mark.gleason@tamu.edu
Location:	
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:	
Academic Rank:	

[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. Click the “+ Add” button to enter additional degrees.

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

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

View	Type	Current File	Upload New File
View	C.V.	CV.pdf	Browse... Or drop files here
	Letter		Browse... Or drop files here

For nominations of Tenured or Tenure-Track TAMU Faculty, *only* a Curriculum Vitae is required.

Under “Memberships,” select the appropriate type: Chair/Co-Chair/Member, Co-Chair/Member, Member, 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 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.”

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 must 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.” The nomination can be corrected by clicking “Edit.”

Once the adjustments have been made, 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 'Nomination Detail' page for the Graduate and Professional School - Graduate Committee Faculty. 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), with the 'Delete Nomination' button highlighted by a yellow box. Below the actions is an 'Action Note' text area. The left sidebar contains navigation links: Home, Committee Faculty, Nominations, Change Requests, and Annual Review.

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

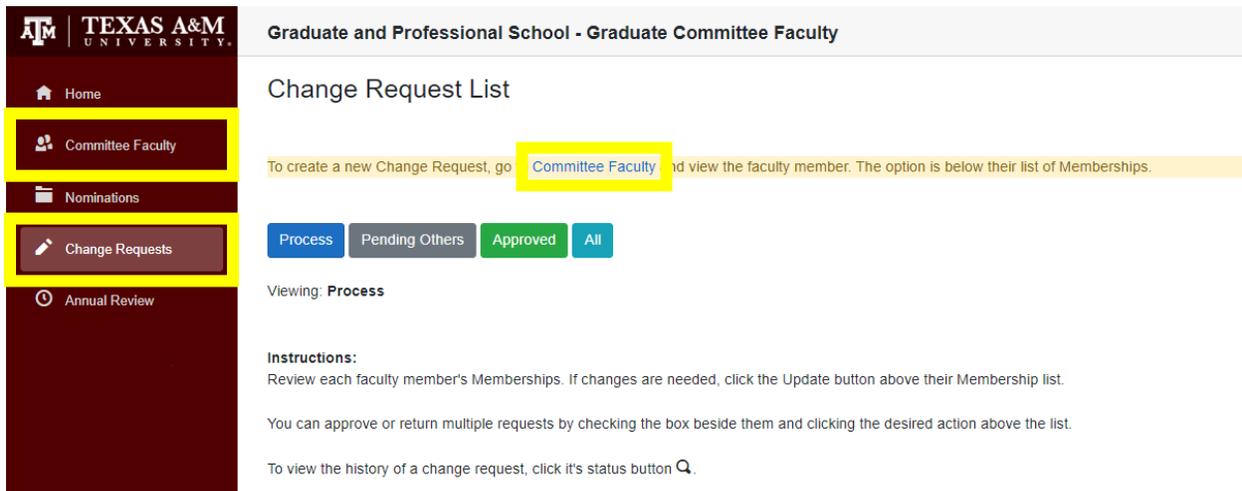
The screenshot shows the 'Nominations' list page for the Graduate and Professional School - Graduate Committee Faculty. At the top, there are two buttons: 'Create New Nomination' (blue) and 'Create Special Appointment Nomination' (yellow). Below these are four filter tabs: 'Process' (blue), 'Pending Others' (grey, highlighted with a yellow box), 'Approved' (green), and 'All' (blue). The page indicates 'Viewing: Pending Others'. A table lists the nominations with columns for ID, UIN, First Name, Last Name, Dept, Title/Rank, and Status. The table contains five rows of data. At the bottom, there is a pagination control showing '1' of 1 items per page.

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

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

MAKING CHANGE REQUESTS

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



The screenshot displays 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 five menu items: 'Home', 'Committee Faculty', 'Nominations', 'Change Requests', and 'Annual Review'. The 'Change Requests' item is highlighted with a yellow box. The main content area has a light gray header with the page title. Below the header, the page title 'Change Request List' is displayed. A yellow callout box highlights the 'Committee Faculty' link in the text: '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 text are four buttons: 'Process' (blue), 'Pending Others' (gray), 'Approved' (green), and 'All' (light blue). The current view is set to 'Process'. Underneath, there are 'Instructions' for reviewing memberships and approving requests, and a note about viewing request history.

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.


Graduate and Professional School - Graduate Committee Faculty

Graduate Faculty Committee
 You do not have access to this page. Search for specific:

First Name:
 Last Name:
 Department:

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 and click “Start Change Request.”

Memberships

Department	Major	Degree	Role
DEPT	MAJR	MS	Chair, Co-Chair, Member
DEPT	MAJR	PHD	Chair, Co-Chair, Member

You can start a Change Request for the selected Department:

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

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

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	[REDACTED]	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													

An "Update Memberships" box will open. The user may then click the button for the new appropriate roles. Once completed, click the "Submit Change and Approve" button.

Update Memberships Close

UIN: [REDACTED]

Faculty Name: Faculty Member

Department: DEPT

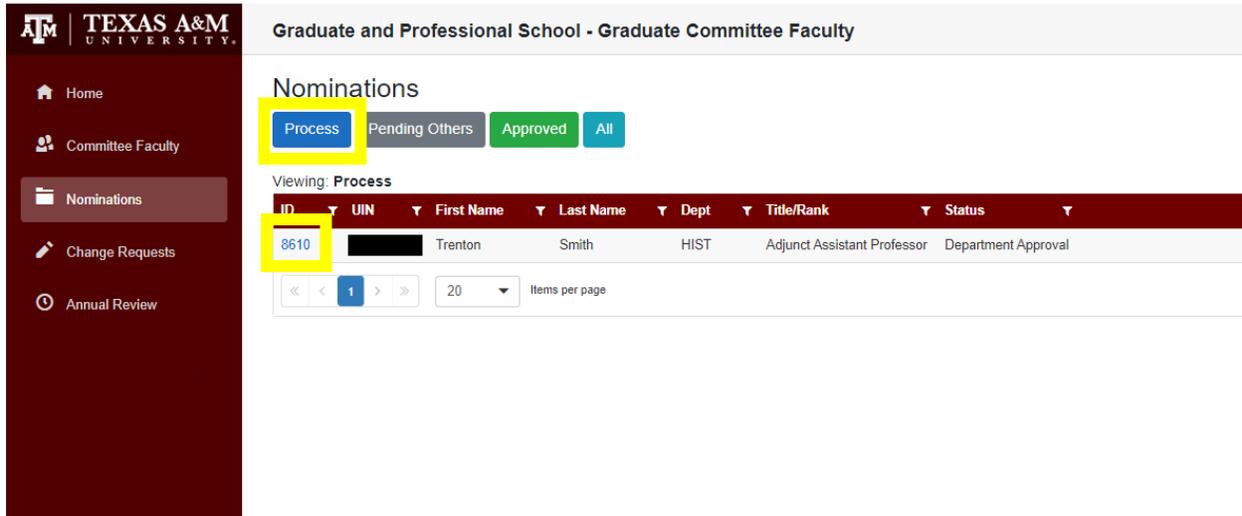
Program	Current Membership	New Membership	Update New To
DEPT MS	CCM	CM	Chair/Co-chair/Member Co-chair/Member Member None
DEPT PHD	CCM	CM	Chair/Co-chair/Member Co-chair/Member Member None
			Chair/Co-chair/Member Co-chair/Member Member None

Submit Change and Approve

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

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

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



The screenshot shows the "Graduate and Professional School - Graduate Committee Faculty" interface. The "Nominations" section is active, with the "Process" button highlighted in blue. Below the buttons, the "Viewing: Process" filter is selected. A table lists nominations with columns for ID, UIN, First Name, Last Name, Dept, Title/Rank, and Status. The first row shows ID 8610, UIN [redacted], First Name Trenton, Last Name Smith, Dept HIST, Title/Rank Adjunct Assistant Professor, and Status Department Approval. The ID 8610 is highlighted in blue. Below the table, there are navigation arrows and a dropdown menu set to 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.”

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

Nomination

Nomination ID: 8610

Available Actions:

Approve Nomination
Return Nomination

Action Note:

Nomination Detail

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.



TEXAS A&M
UNIVERSITY.

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

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8610

Available Actions:

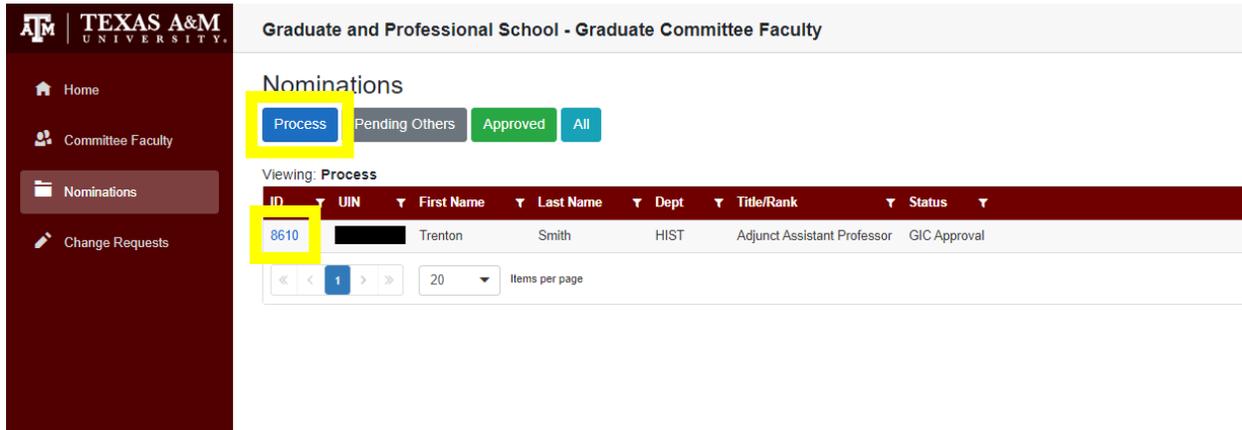
Approve Nomination
Return Nomination

Action Note:

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

GOC/GIC APPROVAL

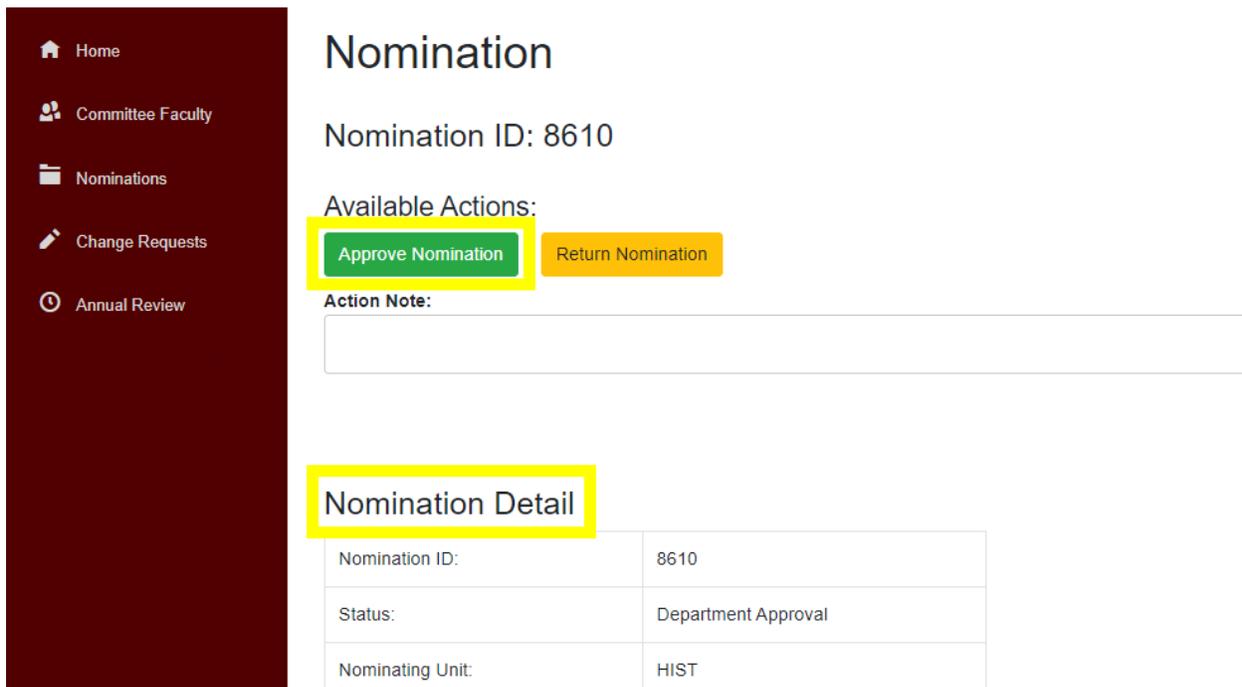
After logging in to GradCom, select the “Nominations” tab. Under “Process,” the user will find nominations awaiting approval.



The screenshot shows the 'Graduate and Professional School - Graduate Committee Faculty' interface. On the left is a dark red navigation sidebar with options: Home, Committee Faculty, Nominations (selected), and Change Requests. The main content area is titled 'Nominations' and features four buttons: 'Process' (highlighted in yellow), '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 in yellow, showing ID 8610, UIN [redacted], First Name Trenton, Last Name Smith, Dept HIST, Title/Rank Adjunct Assistant Professor, and Status GIC Approval. Below the table is a pagination control showing page 1 of 1 and 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. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Nomination' and shows 'Nomination ID: 8610'. Under 'Available Actions:', there are two buttons: 'Approve Nomination' (highlighted in yellow) and 'Return Nomination'. 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 information:

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.

The screenshot shows the Texas A&M University website interface for the Graduate and Professional School - Graduate Committee Faculty. The page title is "Nomination" and the nomination ID is 8610. Under "Available Actions", there are two buttons: "Approve Nomination" (green) and "Return Nomination" (yellow). Below these buttons is a text input field labeled "Action Note:" which is highlighted with a yellow border. The left sidebar contains navigation links: Home, Committee Faculty, Nominations, Change Requests, and Annual Review.

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

ANNUAL REVIEW

Each year, every nominating 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 the unit.

After logging in to GradCom, select the “Annual Review” tab. Under “Process,” the user will find all the unit’s active Graduate Committee Faculty 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.

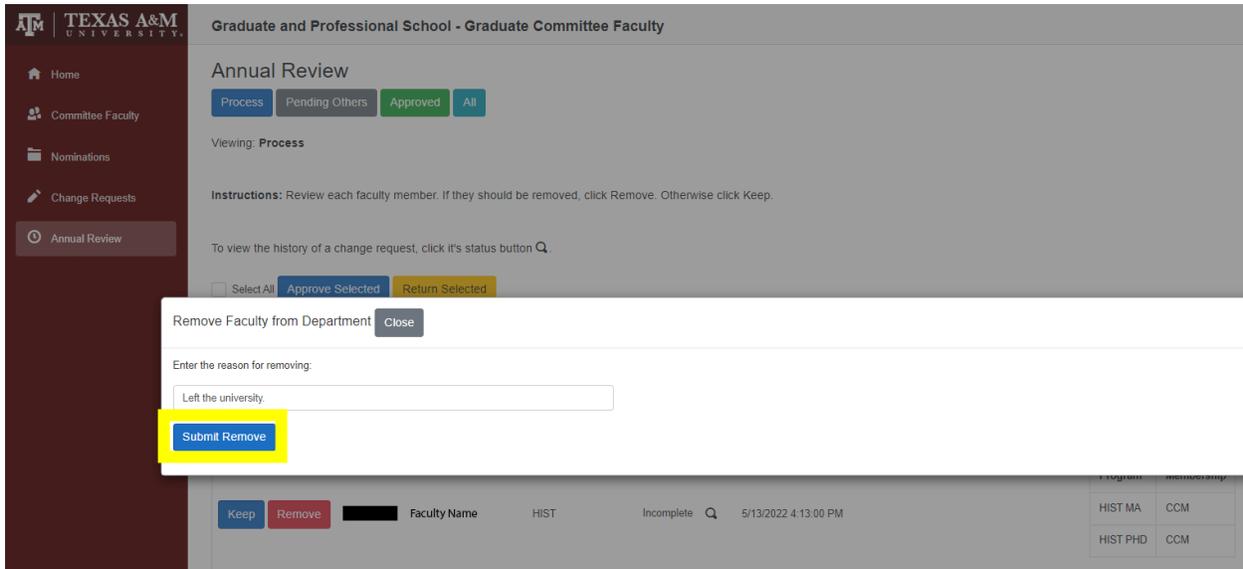
To view the history of a change request, click it's status button [Q](#).

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
Program	Membership													
HIST MA	CCM													
HIST PHD	CCM													
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 remains active in the unit’s Graduate Committee Faculty, click the “Keep” button.

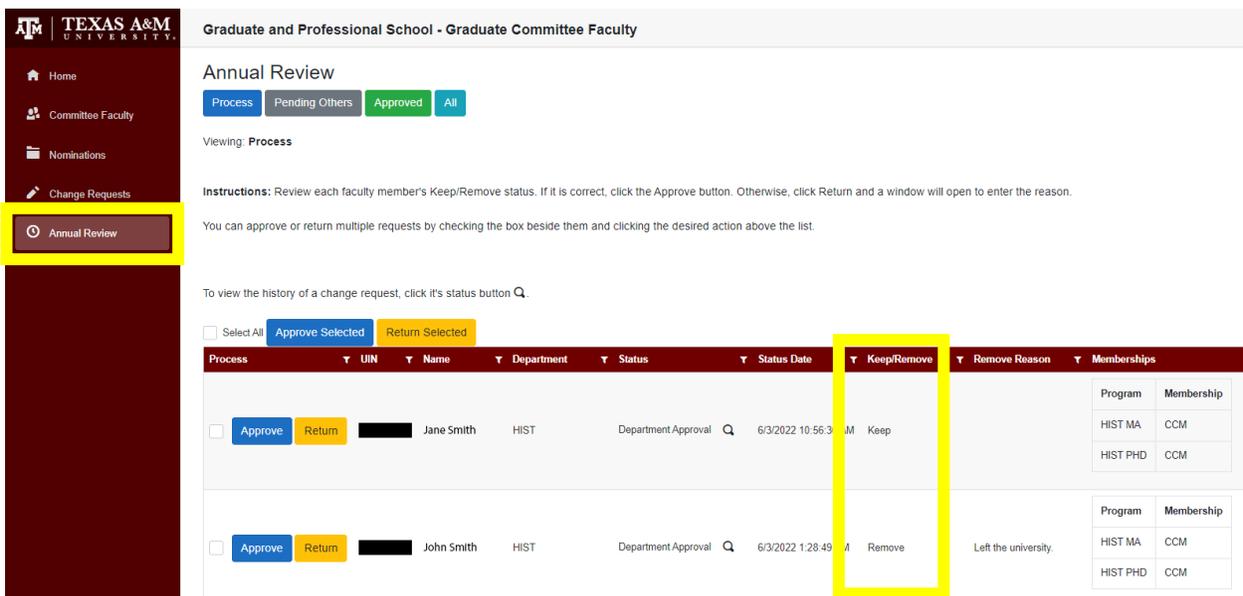
For anyone who has left the university, or the unit has deemed no longer qualified, click the “Remove” button.

If a member needs to be removed, after clicking the “Remove” button, the user will need to enter a reason for the removal. Once an explanation has been entered, click “Submit Remove.”



Once the unit’s nomination entry person has marked the individual to keep or remove, it will move on to Department 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 active Graduate Committee Faculty members. Their keep or remove designation is displayed under the “Keep/Remove” column.



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

Graduate and Professional School - Graduate Committee Faculty

Annual Review

Process Pending Others Approved All

Viewing: Process

Instructions: Review each faculty member's Keep/Remove status. If it is correct, click the Approve button. Otherwise, click Return and a window will open to enter the reason.

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 its status button

Select All Approve Selected Return Selected

Process	UIN	Name	Department	Status	Status Date	Keep/Remove	Remove Reason	Memberships						
<input type="checkbox"/> Approve Return		Jane Smith	HIST	Department Approval	6/3/2022 10:56:36 AM	Keep		<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													
<input type="checkbox"/> Approve Return		John Smith	HIST	Department Approval	6/3/2022 1:28:49 PM	Remove	Left the university.	<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													

The user may also mass-approve by checking the box beside “Select All” and selecting “Approve Selected.”

Graduate and Professional School - Graduate Committee Faculty

Annual Review

Process Pending Others Approved All

Viewing: Process

Instructions: Review each faculty member's Keep/Remove status. If it is correct, click the Approve button. Otherwise, click Return and a window will open to enter the reason.

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 its status button

Select All Approve Selected Return Selected

Process	UIN	Name	Department	Status	Status Date	Keep/Remove	Remove Reason	Memberships						
<input checked="" type="checkbox"/> Approve Return		Jane Smith	HIST	Department Approval	6/3/2022 10:56:36 AM	Keep		<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													
<input checked="" type="checkbox"/> Approve Return		John Smith	HIST	Department Approval	6/3/2022 1:28:49 PM	Remove	Left the university.	<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													

If a keep or remove assignment was made in error, the Department Approver may return it to the unit's nomination entry person.

Graduate and Professional School - Graduate Committee Faculty

Annual Review

Process Pending Others Approved All

Viewing: Process

Instructions: Review each faculty member's Keep/Remove status. If it is correct, click the Approve button. Otherwise, click Return and a window will open to enter the reason.

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 its status button

Select All

Process	UIN	Name	Department	Status	Status Date	Keep/Remove	Remove Reason	Memberships						
<input type="checkbox"/>		Jane Smith	HIST	Department Approval	6/3/2022 10:56:36 AM	Keep		<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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Program	Membership													
HIST MA	CCM													
HIST PHD	CCM													

If return needs to be made, the user will need to enter a reason for the return. Once an explanation has been entered, click "Submit Return."

Return Selected Request(s)

Enter the reason for returning:

Left the university. Please mark for removal.

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 been approved, 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.