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# ProcessMaker

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Graduate Faculty Membership  
Instructions

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Youngstown State University

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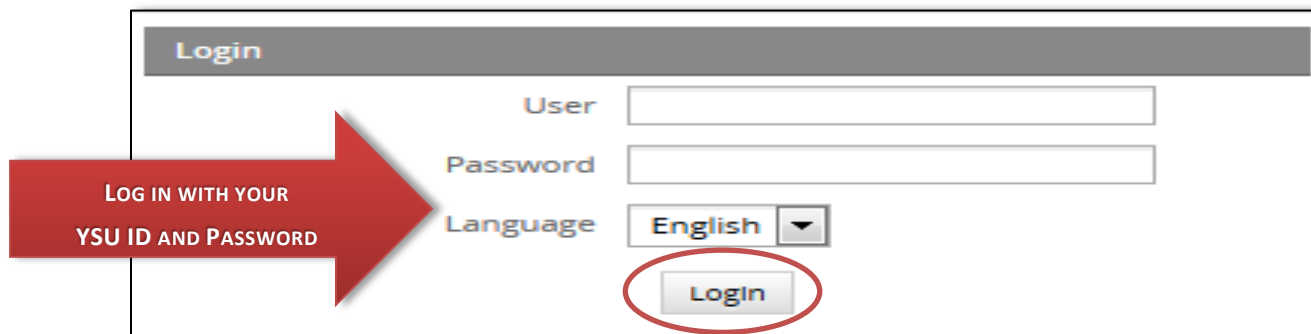
# ProcessMaker Graduate Faculty Membership Instructions

## Login Instructions

Please click on the following link to open ProcessMaker:

<http://pm.ysu.local/sysworkflow/en/neoclassic/login/login>

Login with your YSU banner ID and password, then click on the Login button as shown below. This system can only be accessed with a YSU banner ID and password.



The screenshot shows a login form titled "Login". It contains three input fields: "User", "Password", and "Language". The "Language" field is a dropdown menu currently set to "English". Below these fields is a "Login" button, which is circled in red. A large red arrow points from the left towards the "Login" button, with the text "LOG IN WITH YOUR YSU ID AND PASSWORD" written inside it.

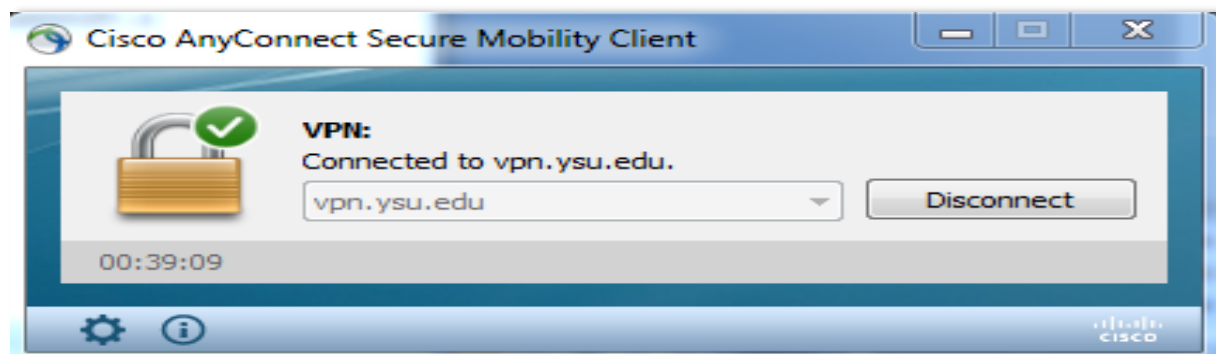
To have remote access to the Process Maker off campus, please set up your VPN connection using the following link:

<https://vpn.ysu.edu/>

You will need to download CISCO on your computer before you set up the VPN remote access. CISCO will keep your connection secure. Please click on the following links below and read the instructions carefully to download CISCO on your machine.

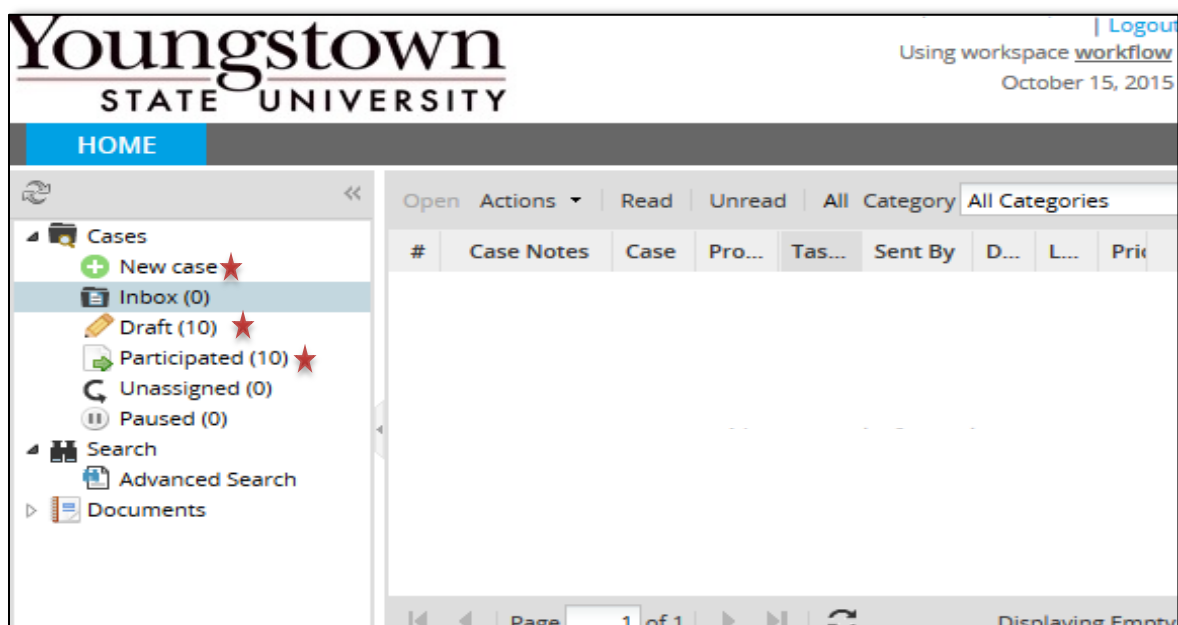
[Click here for instructions to install VPN for Windows.](#)

[Click here for instructions to install VPN for MacOS.](#)

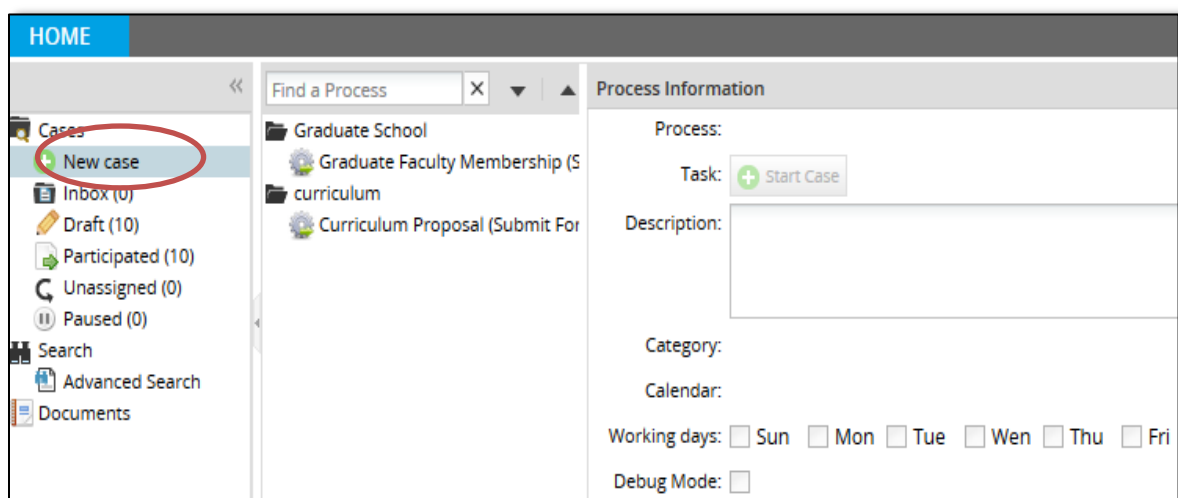


## The Faculty Membership Application Process

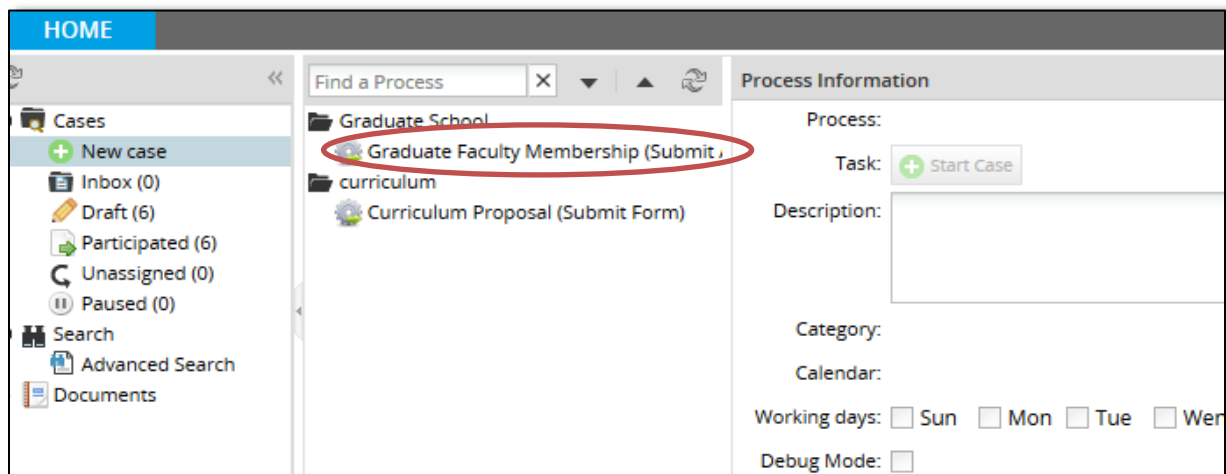
Once you log in to the system successfully, you will be able to view this workspace screen. On the left hand side, you will see sections including New case, Drafts and Participated. To start an application process, you would need to click on New Case. Drafts includes applications which are started however not completed. They are auto saved as a draft. Participated section includes the number of applications or cases actually submitted by the applicant. The Inbox will be empty for an applicant and moreover, the remaining sections in the left hand side panel do not apply to an applicant.



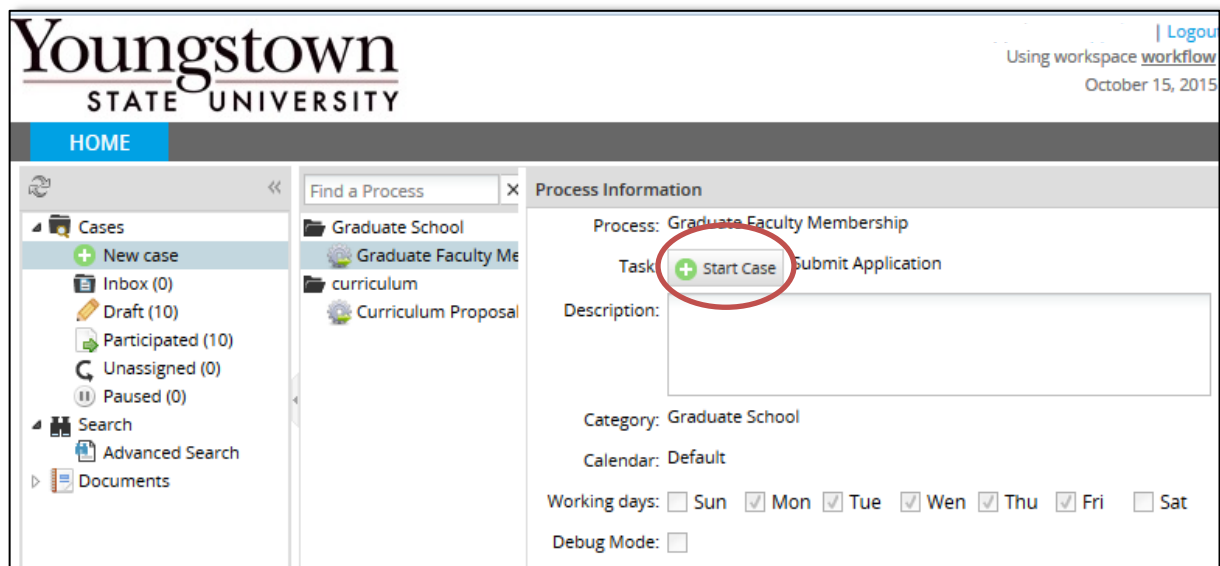
Click on the **New case** tab to start the Graduate Faculty Membership application process.



Next, you have to select the **Graduate Faculty Membership** which is under Graduate School.



Click on the **Start case** button to continue with the application process. You can add your job duties in the **description** text box; however it is an optional field. The category, calendar and working days are auto generated from the system.



There are four types of faculty membership forms. They include regular, adjunct, associate and designated. Select the type of faculty by checking the radio button and then click on the submit button to start the Regular Graduate Faculty Membership Application. Regular faculty comprises of full-service faculty who meet the specified criteria and faculty who may not have a direct graduate program involvement but by virtue of research, scholarship, or grant activity serve to further the mission and goals of the College of Graduate Studies. New faculty may be eligible; however you need to check with your department chair.

\* Form Type

☒ Regular

☐ Adjunct

☐ Associate

☐ Designated

Submit

\* Required Field

Type Regular

If you select **Regular form type**, you will be able to view the following screen. Certain fields including name, banner ID, email, department and college will be automatically generated from the database. The remaining fields are required and need to be filled in by the applicant. You can attach your vita along with the form, preferably in a word or PDF format.

Regular Graduate Faculty Membership Application

\* Name Applicant Name

\* Banner Id Banner ID

\* Email Email

\* Phone

Department Department

College College

\* Present Academic Rank

\* Date Appointed to Academic Rank (MM-YYYY) Date appointed to this rank

Meet GraduateStudies Committee Yes Indicate here if you wish to meet with the Graduate Committee when your application is considered

\* Proposed Duties

\* Vita (Last 5 Years) Browse... No file selected. (vita) Submit

\* Required Field

VITA PREFERABLY IN A PDF OR WORD FORMAT

If you are applying for an Adjunct faculty membership form, you would need to select Adjunct form type. Adjunct faculty includes faculty of other universities or individuals from the community whose expertise may be appropriate to graduate program need and who are working pro bono for YSU.

\* Form Type

☐ Regular

☒ Adjunct

☐ Associate

☐ Designated

Submit

Type Adjunct

\* Required Field

In an Adjunct form, the following fields including name, banner ID, email, department and college will be auto populated from the database. The remaining fields are required and need to be filled in by the applicant. You can add new courses or delete courses. The vita needs to be attached to this form. After entering all the required fields, please click on the submit button to continue with the process.

Adjunct Faculty Form

\* Name Your Name

\* Banner Y# Your Banner ID

\* Email Email

\* Phone

\* Department Name of the Department

\* College Name of the College

\* Term and Year of Appointment Spring

Adjunct Member

New

Catalog	Number	Title	
1			Delete

\* Vita Browse... No file selected.

Submit

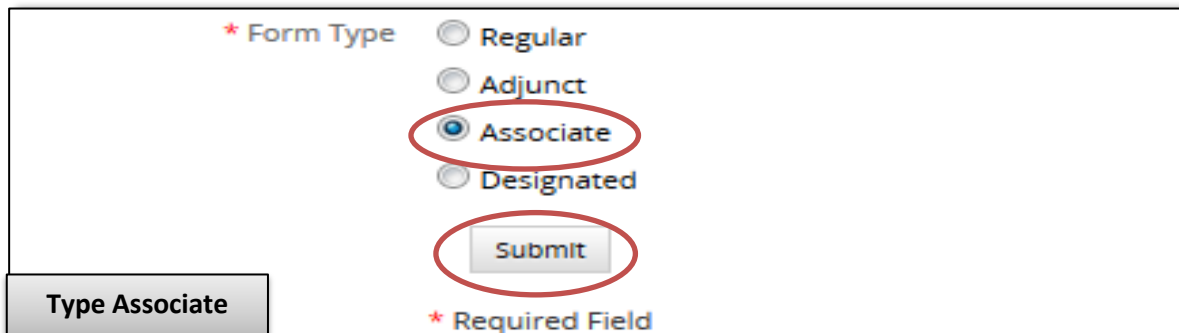
Reset

\* Required Field

VITA PREFERABLY IN A PDF OR WORD FORMAT

Term and year of Graduate Faculty Appointment Request

If you are applying for the **Associate** membership application, select the Associate radio button. Associate includes full-service faculty who have not yet applied for Regular membership or working towards the requirements for regular membership.



This section shows the 'Form Type' selection. It includes four radio buttons: 'Regular', 'Adjunct', 'Associate', and 'Designated'. The 'Associate' radio button is selected and circled in red. Below the radio buttons is a 'Submit' button, also circled in red. To the left of the radio buttons is a button labeled 'Type Associate'. At the bottom right, there is a legend indicating that a red asterisk (\*) denotes a 'Required Field'.

\* Form Type

☐ Regular

☐ Adjunct

☒ Associate

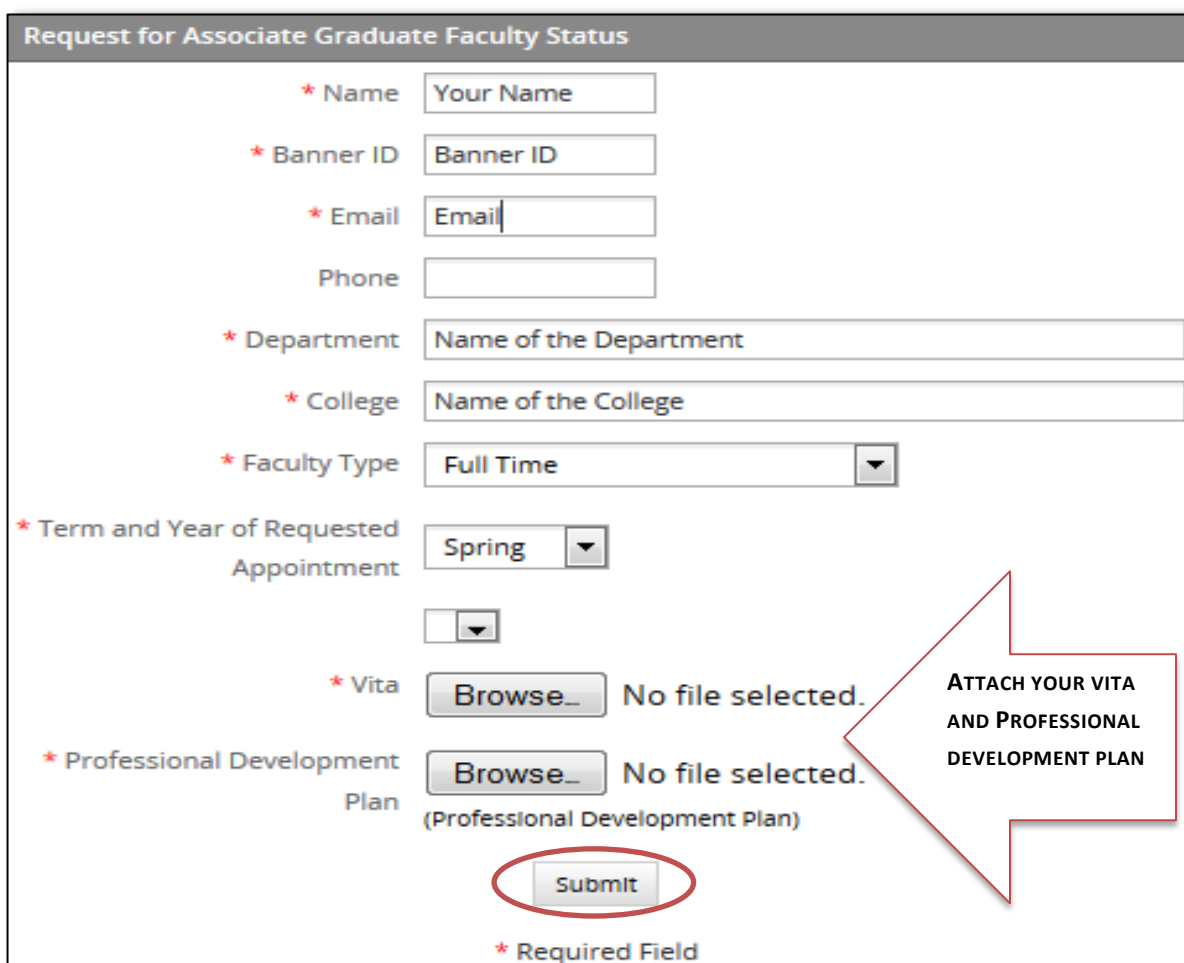
☐ Designated

Submit

Type Associate

\* Required Field

In the Associate form, the following fields including name, banner ID, email, department and college will be auto populated. The remaining fields are required and need to be filled in by the applicant. The vita along with the Professional Development Plan needs to be attached with this form.



This is a screenshot of the 'Request for Associate Graduate Faculty Status' form. The form contains several required fields marked with a red asterisk (\*):

- \* Name: Text input field with placeholder 'Your Name'.
- \* Banner ID: Text input field with placeholder 'Banner ID'.
- \* Email: Text input field with placeholder 'Email'.
- Phone: Text input field.
- \* Department: Text input field with placeholder 'Name of the Department'.
- \* College: Text input field with placeholder 'Name of the College'.
- \* Faculty Type: Dropdown menu with 'Full Time' selected.
- \* Term and Year of Requested Appointment: Two dropdown menus, the first with 'Spring' selected.
- \* Vita: File upload button labeled 'Browse...' with the text 'No file selected.'.
- \* Professional Development Plan: File upload button labeled 'Browse...' with the text 'No file selected.' and '(Professional Development Plan)' below it.

A red circle highlights the 'Submit' button at the bottom. A red arrow points to the 'Vita' and 'Professional Development Plan' fields with the text 'ATTACH YOUR VITA AND PROFESSIONAL DEVELOPMENT PLAN'. A legend at the bottom right indicates that a red asterisk (\*) denotes a 'Required Field'.

Request for Associate Graduate Faculty Status

\* Name Your Name

\* Banner ID Banner ID

\* Email Email

Phone

\* Department Name of the Department

\* College Name of the College

\* Faculty Type Full Time

\* Term and Year of Requested Appointment Spring

\* Vita Browse... No file selected.

\* Professional Development Plan Browse... No file selected. (Professional Development Plan)

Submit

\* Required Field

ATTACH YOUR VITA AND PROFESSIONAL DEVELOPMENT PLAN

For a Designated membership application, you need to select the Designated radio button. They include full-service and part-time faculty, however are not currently regular members of the graduate faculty. Designated members are approved to teach within a precise area defined by their expertise.

\* Form Type

☐ Regular

☐ Adjunct

☐ Associate

☒ Designated

Submit

Type Designated

\* Required Field

In the Designated form, the following fields including name, banner ID and email will be auto populated. The remaining fields are required and need to be filled in by the applicant. The courses can be added or deleted as per the requirements. In addition, the vita needs to be attached to the form.

Designated Graduate Faculty Form

\* Name Your Name

\* Banner Y# Banner ID

\* Email Email

\* Phone

\* Department Name of the Department

\* College Name of the College

\* Faculty Type

☒ FullTime

☐ PartTime

☐ Extended Teaching Service(ETS)

☐ Designated Member

New

	Catalog	Number	Title	
1				Delete

Term and year of requested appointment

Spring Term

Year

\* Vita

Browse... No file selected.

Submit

\* Required Field

VITA PREFERABLY IN A PDF OR WORD FORMAT

Course assignments must be limited to those which are directly supported by the individual's expertise



You can download the online application form for your future reference. This document can be downloaded in a PDF format by clicking on the **File open** link. You will be assigned a case number and a case title. After the application has been completed, you can proceed to the final step of the application process by clicking on **Next Step**.

The screenshot shows a web application interface with a top navigation bar containing 'Steps', 'Information', 'Actions', and 'Case Notes'. Below this, a 'Case #. 16107' is displayed. The main content area shows 'Case #: 16107' and 'Title: Name of College\_Name of Applicant\_Form Type'. There are links for 'Previous Step' and 'Next Step'. Under 'Output document', it says 'Regular\_output'. A 'Description' field is present. The 'Create Date' is '2015-10-14 11:38:49'. At the bottom, there is a 'File (.pdf)' link with an 'Open' button next to it. A red arrow points from a red box containing the text 'CLICK HERE TO DOWNLOAD THE APPLICATION' to the 'Open' button. Below the 'Open' button is a 'Next Step' button.

This is a sample Regular Graduate Faculty application in PDF format. Additionally, you can take a print out of this PDF form for any future reference.

The screenshot shows a PDF application form titled 'Youngstown State University Regular Graduate Faculty Membership Application'. The form contains a table with the following fields and values:

Name of Nominee	Applicant Name
Banner ID	Banner ID
Email	Email@ysu.edu
Phone	4324324324234
Department	mydept
College	mycoll
Date Appointed	12-12-2014
Academic Rank	0
Meet Graduate Studies Committee	1
Proposed Duties	Proposed Duties will be listed in this text box.

A red dashed box highlights the text 'SAMPLE REGULAR GRADUATE FACULTY APPLICATION IN PDF' on the right side of the form.

Click on the **continue** button to submit the application. An email notification will be sent to the Department Chairperson after the application has been submitted. The review process starts with the Department Chair.

**Case #: 16107**

**Previous Step**

**Assign Task**

**Next Task:** Department Chairperson Recommendation

**Employee:** Name of Department Chair

**SUBMIT COMPLETED APPLICATION** **Continue**

#### Sample Notification Email sent to the Department Chair

**New Application - College name\_ Name of Applicant**

**PK** **Name of Applicant < Applicant\_Name@ysu.edu>**

**To:** ■ **Name and Email of the Department Chair**

**Wed 9/23/2015 1:17 PM**

**Reply all**

**Dear (Name of the Department Chair),**

A new YSU Graduate Faculty Membership application for Applicant (**College name\_Applicant name\_Form type**) was submitted and requires your approval. Please click on the following link to open it: <http://pm.ysu.local/sysworkflow/en/neoclassic/cases/main>.

Login to the system by entering your MyYSU User ID and password.

Please Note: If you need to access the ProcessMaker off campus, please establish a VPN connection using the link [vpn.ysu.edu](http://vpn.ysu.edu).

Thank you.