
ProcessMaker

Graduate Faculty Review Instructions

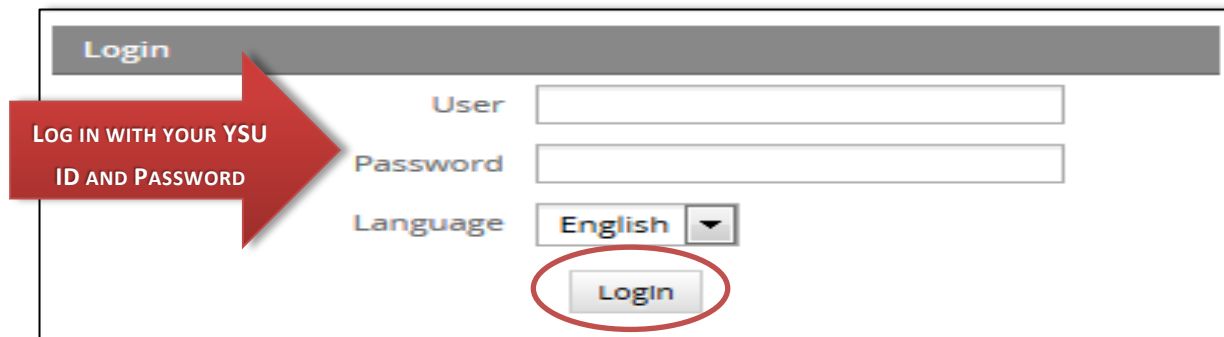
Youngstown State University

ProcessMaker Login Instructions

1. Please click on the following link to open ProcessMaker:

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

2. Login with your YSU user ID and password, then click on the Login button as shown below.



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

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

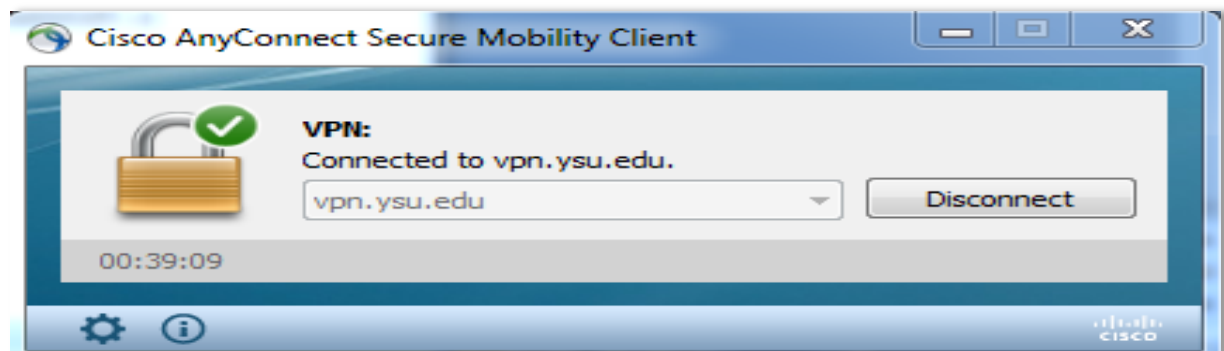
<https://vpn.ysu.edu/>

You need to download CISCO on your computer before you set up the VPN remote access.

Please click on the following links below and read the instructions carefully to download CISCO on your machine.

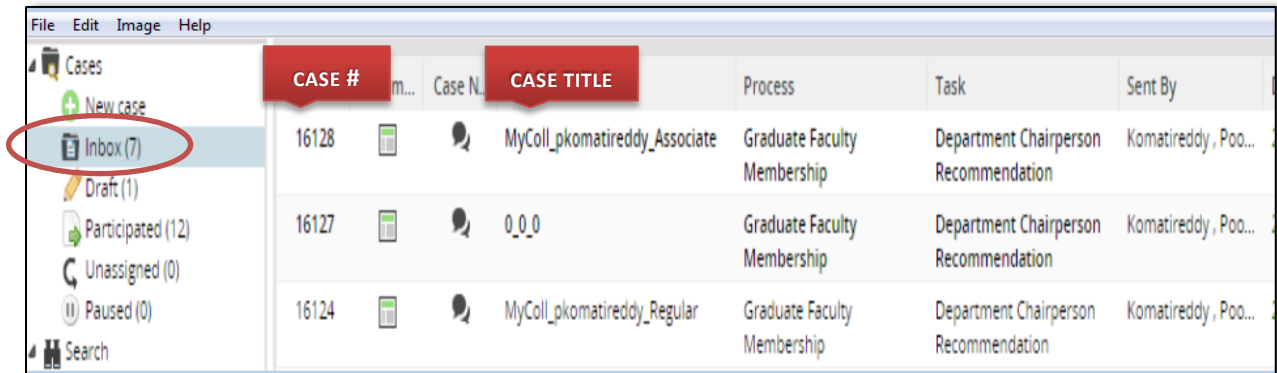
[Click here for instructions to install VPN for Windows.](#)

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



The Review Process

Once you log into the system successfully, you will see the following screen. The reviewer will be able to see all the applications assigned to them in their inbox with a **case number** and a **case title**. Select the message in the inbox to start the review process.



The review process for the **Adjunct**, **Associated** and **Designated** type of form starts with the Department Chair's justification. When the message is selected from the inbox, the reviewer will be able to see the following screen. After the Chair justification form is filled, the **submit button** is clicked to continue with the review process.

Chair Justification – Adjunct/Associate/Designated

Decision

☒ Recommended

☐ Not Recommended

Comments

Highest Degree Earned

Candidate has a terminal degree in the field to be taught

☐ Yes

☐ No

Chair Justification

No file chosen

 (Chair Justification)

The reviewer can download the application form for any future reference. This document can be downloaded in a pdf format by selecting the **File open** link. After the justification form has been completed, the **Next Step** button is clicked to proceed to the next level of the review process.

Case #: 16107	Title: Name of College_Name of Applicant_Form Type
Previous Step	Next Step
Output document Regular_output	
Description	
Create Date	2015-10-14 11:38:49
File (.pdf)	Open
Next Step	

By clicking on the **Continue** button the application will be forwarded to the College Dean.

Previous Step
Assign Task
Next Task: Dean
Employee: Chair
Continue

The following screen can be accessed by the College Dean. The screen will include the Dean's recommendation form along with the Chairs justification form and the faculty form.

College Dean Recommendation

*

Recommendation

☐ Recommended
☐ Not Recommended

*

College Dean Comments

Chair Justification – Adjunct/Associate/Designated

Decision

☒ Recommended
☐ Not Recommended

Comments

Faculty Membership form – Adjunct/Associate/Designated

Name

Banner Y#

Email

Phone

After the College Dean submits the recommendation form, a notification will be sent to the Graduate Dean. The Graduate Dean will be able to access the following screens.

Graduate Studies Dean Recommendation – Adjunct/Associate/Designated

*

Recommendation

☐ Recommended
☐ Not Recommended

*

Graduate Studies Dean Comments

Submit

College Dean Recommendation – Adjunct/Associate/Designated

*

Recommendation

☐ Recommended
☐ Not Recommended

*

College Dean Comments

Submit

Chair Justification – Adjunct/Associate/Designated

Decision

☒ Recommended
☐ Not Recommended

Comments

Faculty Membership form – Adjunct/Associate/Designated

Name

Banner Y#

Email

Phone

The **Regular type** of form has a slightly different review process . The review process starts with the Department chair. After the Department Chair's justification, it is assigned to the Graduate studies committee for recommendation. The review form is assigned to the Graduate Council after the Graduate Studies committee has completed the recommendation form. The Graduate Council is responsible for the final approval in the review process.

Regular - Graduate Studies Committe	
* Decision	Approved ▼
Comments	<div></div>
* GraduateStudies Committee Statement	<div>Choose File No file chosen</div> <div>(Graduate Studies Statement)</div>
Department Chair Person's Justification	
* Decision	Recommended ▼
* Chair Justification	<div>Choose File No file chosen</div> <div>(Chair Justification) ?</div>
Regular Faculty Form	
Name	<div></div>
Banner Id	<div></div>
Email	<div></div>
Phone	<div></div>

Once the review process is completed, a notificaton is sent to the applicant via the Banner system. The information is updated automatically into the database.