Instructions for Submitting a UNA Graduate Faculty Application via CourseLeaf

**Step 1:** Click the following link and log in using your UNA credentials:
https://next-catalog.una.edu/miscadmin/

**Step 2:** Select "Propose New Miscellaneous".

**Step 3:** Click "Request Type" and select "Graduate Faculty Application". Then complete the form. All fields must be completed for the form to move forward. If the assigned course(s) are not yet known, please list the course(s) anticipated to be taught. Please also include the requested term length (either 5-year or permanent) in the first text box. If the faculty member has a terminal degree in the teaching field of the assigned/anticipated courses, you may type “N/A – Terminal Degree in the teaching field”. Be sure to attach any required supplemental documentation.
Step 5: After completing the form, click "Start Workflow".

Step 6: Monitor workflow to identify where the application is in each step.