

THE UNIVERSITY OF MEMPHIS

Faculty Portal Guide

Doctoral Milestone Review and Approval

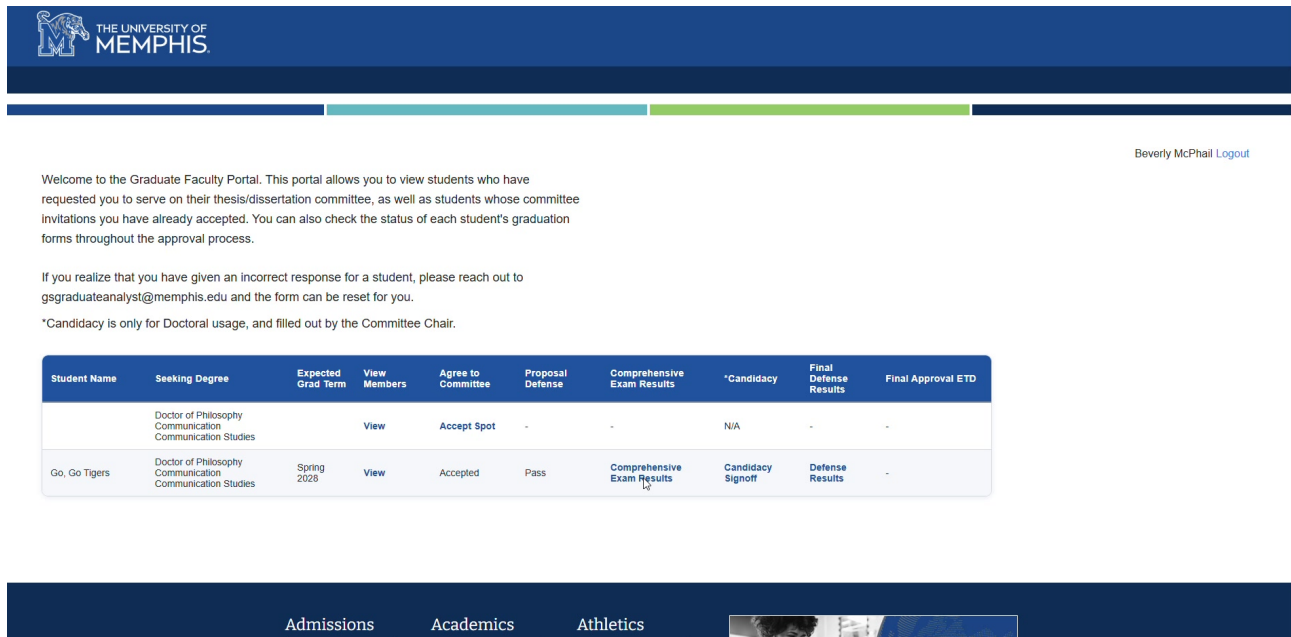
EDITABLE TRAINING RESOURCE

Screenshots and instructions are based on the final narrated portal videos. Replace bracketed URLs, dates, and contacts when finalized.

[Video Introduction](#)

Purpose of the Faculty Portal

The Faculty Portal allows faculty to view students who have requested them to serve on a thesis/dissertation committee, view students whose invitations they have already accepted, and follow or act on graduation forms throughout the approval process.



The screenshot shows the Faculty Portal dashboard. At the top is the University of Memphis logo. Below it, a welcome message states: "Welcome to the Graduate Faculty Portal. This portal allows you to view students who have requested you to serve on their thesis/dissertation committee, as well as students whose committee invitations you have already accepted. You can also check the status of each student's graduation forms throughout the approval process." Below this, a note says: "If you realize that you have given an incorrect response for a student, please reach out to gsgraduateanalyst@memphis.edu and the form can be reset for you." and a footnote: "*Candidacy is only for Doctoral usage, and filled out by the Committee Chair." The main feature is a table with the following columns: Student Name, Seeking Degree, Expected Grad Term, View Members, Agree to Committee, Proposal Defense, Comprehensive Exam Results, *Candidacy, Final Defense Results, and Final Approval ETD. The table contains two rows of student data. At the bottom of the dashboard are navigation links for Admissions, Academics, and Athletics, along with a small profile picture.

Student Name	Seeking Degree	Expected Grad Term	View Members	Agree to Committee	Proposal Defense	Comprehensive Exam Results	*Candidacy	Final Defense Results	Final Approval ETD
	Doctor of Philosophy Communication Studies		View	Accept Spot	-	-	N/A	-	-
Go, Go Tigers	Doctor of Philosophy Communication Studies	Spring 2028	View	Accepted	Pass	Comprehensive Exam Results	Candidacy Signoff	Defense Results	-

The Faculty Portal dashboard organizes students and milestone actions in one table.

What You Can See on the Dashboard

- Student name and degree information
- Expected graduation term when available
- Committee membership
- Committee invitation/acceptance status
- Proposal Defense
- Comprehensive Exam Results
- Candidacy Signoff (doctoral; completed by the Committee Chair)
- Final Defense Results
- Final Approval ETD

Responding to a Committee Invitation

1. Locate the student in the dashboard.
2. Use View Members if you need to review the current committee.
3. Select the committee invitation/action shown for the student.
4. Review the request and provide the appropriate response.
5. Return to the dashboard and confirm that the committee status reflects your response.

Reviewing Graduation Milestones (Thesis/Dissertation Students)

As students move through the Student Progress Portal, applicable milestone links appear in the Faculty Portal. Select the linked milestone for the student, review the information provided, and complete the requested faculty action. The exact action depends on the milestone and your role on the committee.

Important Candidacy Note

Candidacy is for doctoral students and is completed/signed off by the Committee Chair. Committee chairs should review the candidacy information carefully, including the student's degree/coursework information, before completing the signoff.

If You Need to Correct a Response

The narrated Faculty Portal training indicates that an incorrect response can be reset by contacting the Graduate School. Use the contact information shown in the Faculty Portal or gsgraduateanalyst@memphis.edu and identify the student and form that need to be reset.

Faculty Workflow at a Glance

1. Open the Faculty Portal.
2. Locate the student.
3. Review committee membership or the available milestone action.
4. Complete the requested review/response.
5. Return to the dashboard and verify the updated status.