



DUKE UNIVERSITY GRADUATE SCHOOL

Jo Rae Wright, Ph.D.

Vice Provost and Dean of the Graduate School

Professor, Department of Cell Biology

MEMORANDUM

Date: October 23, 2009

To: Graduate Faculty
Director of Graduate Studies Assistants

From: Jo Rae Wright

Re: New Paperless Application Distribution and Review System

The Graduate School continues to make great strides in improving operations. One such initiative that we will implement this fall is the complete automation of our graduate application distribution and review process. Automating this process will have several benefits for faculty reviewers, applicants and staff.

First and foremost, this initiative will enable the Graduate School to improve application processing time by an estimated four to five days, in order to provide complete applicant files to departmental admissions committees much more efficiently. In turn, this will allow us to provide applicants with faster admission decisions, which (we have heard from many of you) is a crucial factor in the competition for the best students, and which will increase our opportunities to recruit the most outstanding candidates. As the number of graduate applications continues to grow it is essential that we utilize the most efficient processes available. Last year we received almost 9,000 applications for the class matriculating in 2009-2010 and we expect to surpass that number this year.

Second, elimination of paper files supports Duke University's 'green' initiative and reduces associated office supply, print, photocopy and labor costs.

Finally, the online process will enhance confidentiality of our applicants' personal information, which is governed by the federal Family Educational Rights in Privacy Act (FERPA). In consultation with the Information Technology Advisory Committee (ITAC), we have determined that it is best to implement a completely electronic process. Application materials will be available for on-line viewing only and will not be available in a hard copy (i.e. printed) format.

The Director of Graduate Studies and Assistant for your Department have been trained in the use of this new system and will provide you with instruction, as needed. The [Admissions ImageNow Training Guide for Faculty Reviewers](#) is also available on the Graduate School website.

If you have any questions or concerns, please contact Cindy Robertson, Associate Dean for Finance and Enrollment Services, at cynthia.robertson@duke.edu or Tom Steffen, Director of Graduate Admissions, at thomas.steffen@duke.edu.

Thank you in advance for your support of this initiative and your continued commitment to excellence in the Graduate School!