

RCHSS Internal Logistics

Obtaining Signatures: Faculty should submit any documents requiring a Dean's signature to their home department's admin. The admin will use DocuSign to route the form to the Dean's Office for signature. If the document also requires the Chair's or Director's signature, the office admin will use DocuSign to route it through the Chair first and then to the Dean's Office. Please allow approximately 3-5 days for review and signature once the item is received by the Dean's Office and/or the Chair. All forms should be sent via DocuSign to rchssdean@kennesaw.edu and should not be sent directly to the Dean. Paper forms are not accepted.

Making Appointments: To make an appointment with any of the RCHSS Deans, send a meeting request to rchssdean@kennesaw.edu or call the Dean's Office at (470) 578-6124.

Reserving Rooms (SO Fifth Floor): The Dean's Office only handles reservation requests for three rooms on the fifth floor of the Social Sciences Building: SO 5002, SO 5012, and SO 5074. Requests to reserve one of these rooms should be emailed to rchssdean@kennesaw.edu. Note that the Dean's Office can only reserve these rooms on your behalf for simple meetings (i.e., no catering, parking requests, or other special services). Events that require special services must be booked through University Events (<https://reservations.kennesaw.edu/>).