



MOU DocuSign Signature Workflow

Administrative Faculty Appointment Agreement

On the Add Recipients to the Envelope page, select the option “Needs to Sign” for the following people and select the box that says “Set Signing Order”.

Name/Role	Standard Fields Selection
1. Faculty Member	Signature and Date
2. Department Head (Administrative Department)	Signature and Date
3. Department Chair (Academic Home Department)	Signature and Date
4. Dr. Thierry Léger	Approve
5. rchssdean@kennesaw.edu (Select “Specify Recipients” instead of “Needs to Sign”.)	No Field Needed
6. Input “Dean” in role. (A name and email are not needed.)	Signature and Date
7. Interim Provost Ivan Pulinkala	Signature and Date

List each of the following as those who should “Receive a Copy” on the Add Recipients to the Envelope page:

8. Office of Faculty Affairs, facultyaffairs@kennesaw.edu
9. Academic Home Department Admin – If they were not the one to send DocuSign.

Joint-Appointment Agreement

On the Add Recipients to the Envelope page, select the option “Needs to Sign” for the following people and select the box that says “Set Signing Order”.

Name/Role	Standard Fields Selection
1. Faculty Member	Signature and Date
2. Department Chair (Academic Home Department)	Signature and Date
3. Department Chair (Sharing Department)	Signature and Date
4. Dr. Thierry Léger	Approve
5. rchssdean@kennesaw.edu (Select “Specify Recipients” instead of “Needs to Sign”.)	No Field Needed
6. Input “Dean” in role. (A name and email are not needed.)	Signature and Date
7. Interim Provost Ivan Pulinkala	Signature and Date

List each of the following as those who should “Receive a Copy” on the Add Recipients to the Envelope page:

8. Office of Faculty Affairs, facultyaffairs@kennesaw.edu
9. Academic Home Department Admin – If they were not the one to send DocuSign.

Please email rchssdean@kennesaw.edu or call 470-578-6124 with any questions.

Please DocuSign: Administrative Faculty Appointment ⓘ

Envelope ID

Last change on 6/14/2021 | 11:38:57 am

Created on 6/14/2021 | 11:00:19 am

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DELETE



Administrative Fa...

Pages: 5



Recipients

SIGNING ORDER

1	Faculty Member Name example@kennesaw.edu	Needs to Sign
2	Department Head (Administrative Department) example@kennesaw.edu	Needs to Sign
3	Department Chair (Academic Home Department) example@kennesaw.edu	Needs to Sign
4	Thierry Leger tleger@kennesaw.edu	Needs to Sign
5	RCHSS Office of the Dean rchssdean@kennesaw.edu	Specify Recipients
6	Dean	Needs to Sign
7	Ivan Pulinkala ipulinka@kennesaw.edu	Needs to Sign
8	KSU Faculty Affairs Office facultyaffairs@kennesaw.edu	CC Receives a Copy
9	Academic Home Department Admin example@kennesaw.edu	CC Receives a Copy

Message

No message has been entered.

Please DocuSign: Joint Appointment Agreement ⓘ

Envelope ID

Last change on 6/14/2021 | 11:34:35 am

Created on 6/14/2021 | 11:00:19 am

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Joint Appointmen...
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Recipients

SIGNING ORDER

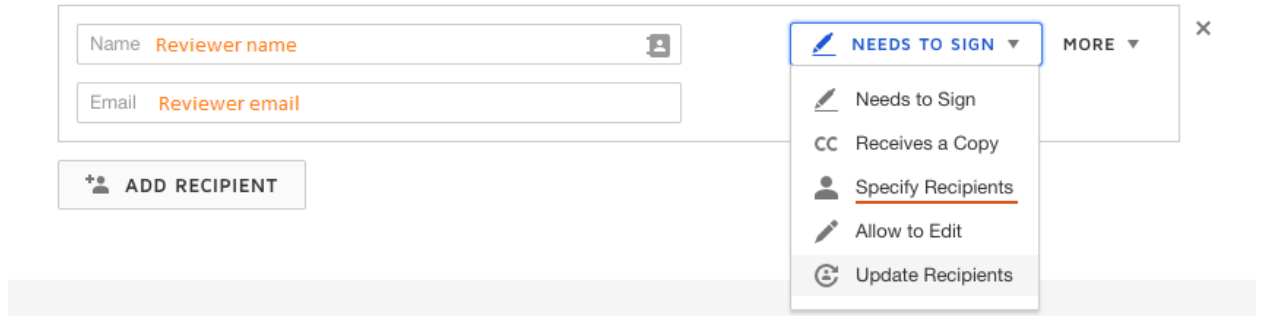
1	Faculty Member Name example@kennesaw.edu	Needs to Sign
2	Department Chair (Academic Home Department) example@kennesaw.edu	Needs to Sign
3	Department Chair (Sharing Department) example@kennesaw.edu	Needs to Sign
4	Thierry Leger tleger@kennesaw.edu	Needs to Sign
5	RCHSS Office of the Dean rchssdean@kennesaw.edu	Specify Recipients
6	Dean	Needs to Sign
7	Ivan Pulinkala ipulinka@kennesaw.edu	Needs to Sign
8	KSU Faculty Affairs Office facultyaffairs@kennesaw.edu	CC Receives a Copy
9	Academic Home Department Admin example@kennesaw.edu	CC Receives a Copy

Message

No message has been entered.

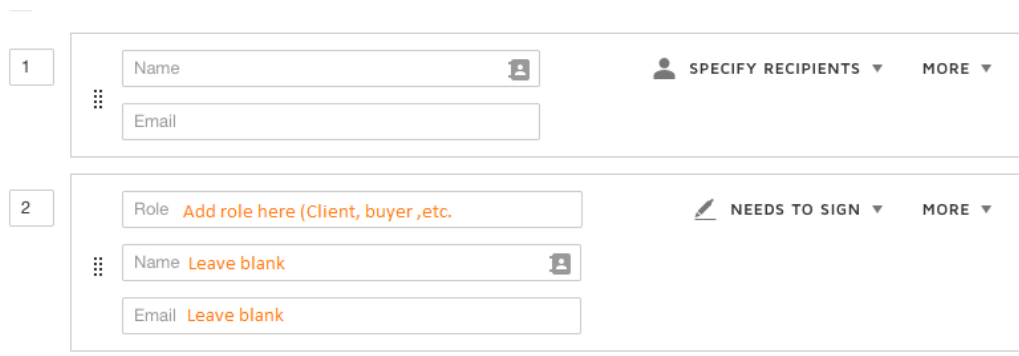
To set up an envelope with Specify Recipients

1. Follow the basic steps of setting up an envelope in the Prepare view.
2. Add the **Dean's Office** in the name field and rchssdean@kennesaw.edu in the email field at the desired signing order position.
3. Select **Specify Recipients** from the Actions drop down.



The screenshot shows a recipient card with the following fields: Name (Reviewer name) and Email (Reviewer email). Below these fields is a button labeled "ADD RECIPIENT". To the right of the card is a dropdown menu with the following options: "NEEDS TO SIGN", "Needs to Sign", "CC Receives a Copy", "Specify Recipients" (highlighted with a red underline), "Allow to Edit", and "Update Recipients".

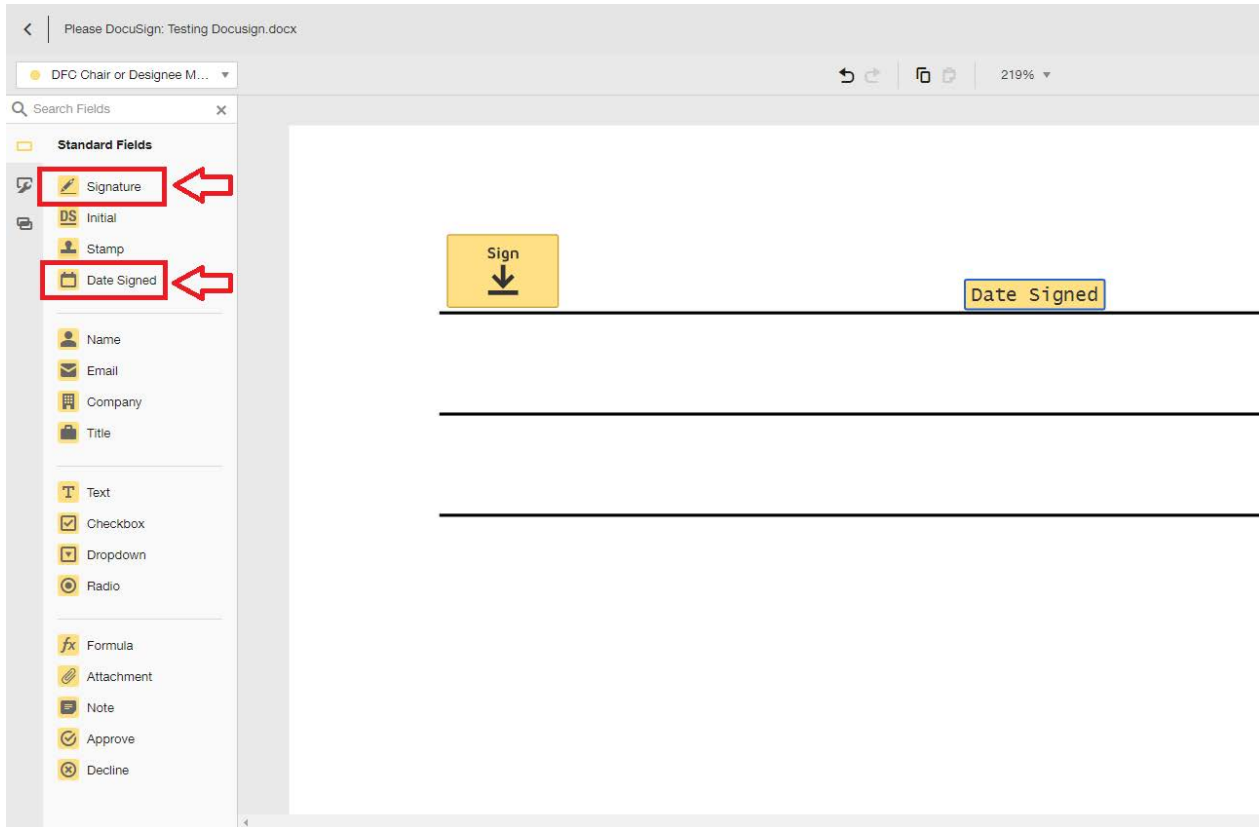
4. Select **Add recipient** to add the role recipient.
5. Add a role name of **Dean**. **Do not add the signer's name or email.** This will be done by the Dean's Office when we receive your envelope to review.



The screenshot shows two recipient cards. The first card (1) has fields for Name and Email, and a dropdown menu with "SPECIFY RECIPIENTS" selected. The second card (2) has fields for Role (Add role here (Client, buyer, etc.)), Name (Leave blank), and Email (Leave blank), and a dropdown menu with "NEEDS TO SIGN" selected.

6. Add any additional recipients as needed.
7. Select the **Next** button.
8. In the Add Fields view, add any fields that the recipients should view or act on. Usually just the signature field. (The Dean's Office is not assigned any fields.)
9. Click **Send**.

Signature and Date Buttons: Place on Signature Lines



Approve Button: Place at Top of Document

