



## Department and School Governance Documents DocuSign Workflow

Updated 7-14-2021

### Bylaws

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. DFC Chair or Designee	Signature and Date
2. Department Chair	Signature and Date
3. Dr. Thierry Léger	Approve
4. CFC Chair (Currently Dr. Jonathan Arnett)	Signature and Date
5. <a href="mailto:rchssdean@kennesaw.edu">rchssdean@kennesaw.edu</a> (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. Academic Affairs, [academicaffairs@kennesaw.edu](mailto:academicaffairs@kennesaw.edu)
9. Brandon Apter
10. Department Admin (If they were not the one to create workflow.)

### P&T Guidelines

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. DFC Chair or Designee	Signature and Date
2. Department Chair	Signature and Date
3. Dr. Thierry Léger	Approve
4. Chair of RCHSS P&T Committee (Currently Dr. Emma Wertz)	Signature and Date
5. <a href="mailto:rchssdean@kennesaw.edu">rchssdean@kennesaw.edu</a> (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

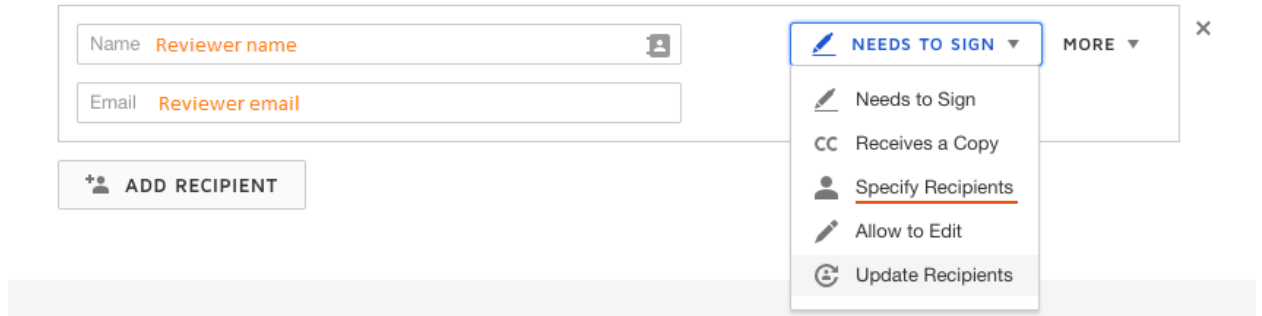
List each of the following as those who should “Receive a Copy” on the Add Recipients to the Envelope page:

8. Academic Affairs, [academicaffairs@kennesaw.edu](mailto:academicaffairs@kennesaw.edu)
9. Brandon Apter
10. Department Admin (If they were not the one to create workflow.)

Please email [rchssdean@kennesaw.edu](mailto:rchssdean@kennesaw.edu) or call 470-578-6124 with any questions.

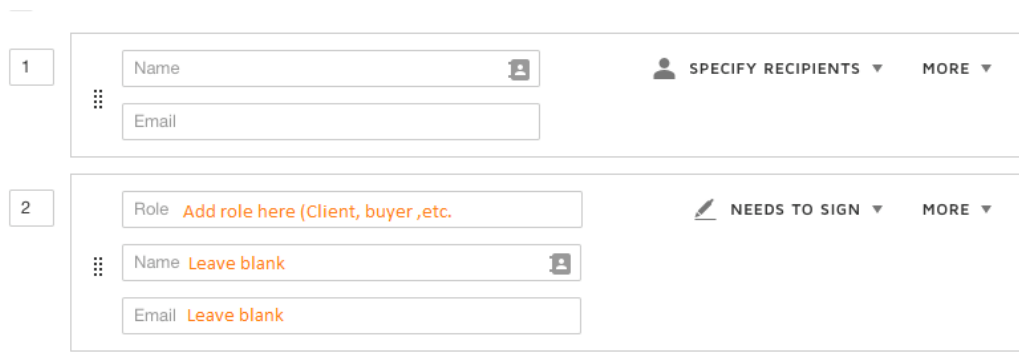
## To set up an envelope with Specify Recipients

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](mailto: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 the 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", "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**.

# Please DocuSign: Bylaws Example ⓘ

Envelope ID

Last change on 7/14/2021 | 11:47:14 am

Created on 7/14/2021 | 11:10:35 am

Draft

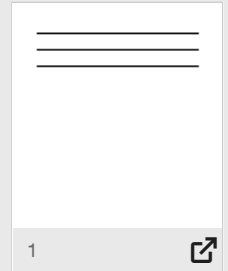
CONTINUE

DELETE



Bylaws Example

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## Recipients

SIGNING ORDER

1	<b>DFC Chair or Designee</b> example@kennesaw.edu	Needs to Sign
2	<b>Department Chair</b> example@kennesaw.edu	Needs to Sign
3	<b>Thierry Leger</b> tleger@kennesaw.edu	Needs to Sign
4	<b>Jonathan Arnett</b> jarnet11@kennesaw.edu	Needs to Sign
5	<b>RCHSS Office of the Dean</b> rchssdean@kennesaw.edu	Specify Recipients
6	<b>Dean</b>	Needs to Sign
7	<b>Ivan Pulinkala</b> ipulinka@kennesaw.edu	Needs to Sign
8	<b>Academic Affairs</b> academicaffairs@kennesaw.edu	CC Receives a Copy
9	<b>Brandon Apter</b> bapter@kennesaw.edu	CC Receives a Copy
10	<b>Department Admin</b> example@kennesaw.edu	CC Receives a Copy

## Message

No message has been entered.

# Please DocuSign: P&T Guidelines Example ⓘ

Envelope ID

Last change on 7/14/2021 | 11:59:38 am

Created on 7/14/2021 | 11:52:38 am

Draft

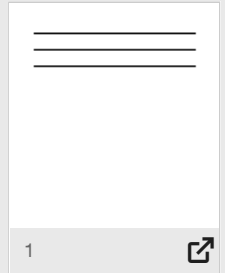
CONTINUE

DELETE



P&T Guidelines E...

Pages: 1



## Recipients

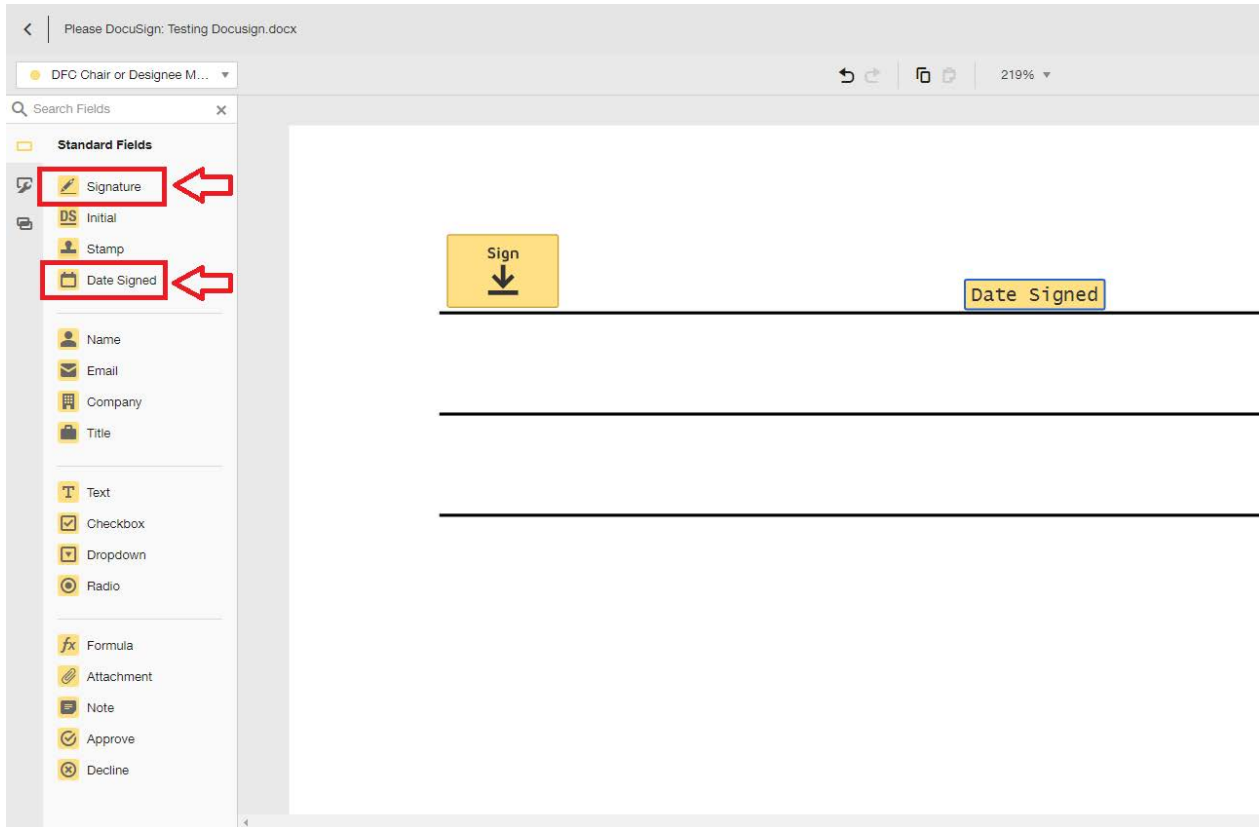
SIGNING ORDER

1	<b>DFC Chair or Designee</b> example@kennesaw.edu	Needs to Sign
2	<b>Department Chair</b> example@kennesaw.edu	Needs to Sign
3	<b>Thierry Leger</b> tleger@kennesaw.edu	Needs to Sign
4	<b>Emma Wertz</b> ewertz@kennesaw.edu	Needs to Sign
5	<b>RCHSS Office of the Dean</b> rchssdean@kennesaw.edu	Specify Recipients
6	<b>Dean</b>	Needs to Sign
7	<b>Ivan Pulinkala</b> ipulinka@kennesaw.edu	Needs to Sign
8	<b>Academic Affairs</b> academicaffairs@kennesaw.edu	CC Receives a Copy
9	<b>Brandon Apter</b> bapter@kennesaw.edu	CC Receives a Copy
10	<b>Department Admin</b> example@kennesaw.edu	CC Receives a Copy

## Message

No message has been entered.

## Signature and Date Buttons: Place on Signature Lines



## Approve Button: Place at Top of Document

