Graduate and/or Affiliate Graduate Faculty Appointments must be approved by the Graduate School. This form allows you to submit your request and upload required documents (CV, Departmental form). These appointments are typically for student committees, research, or teaching needs.
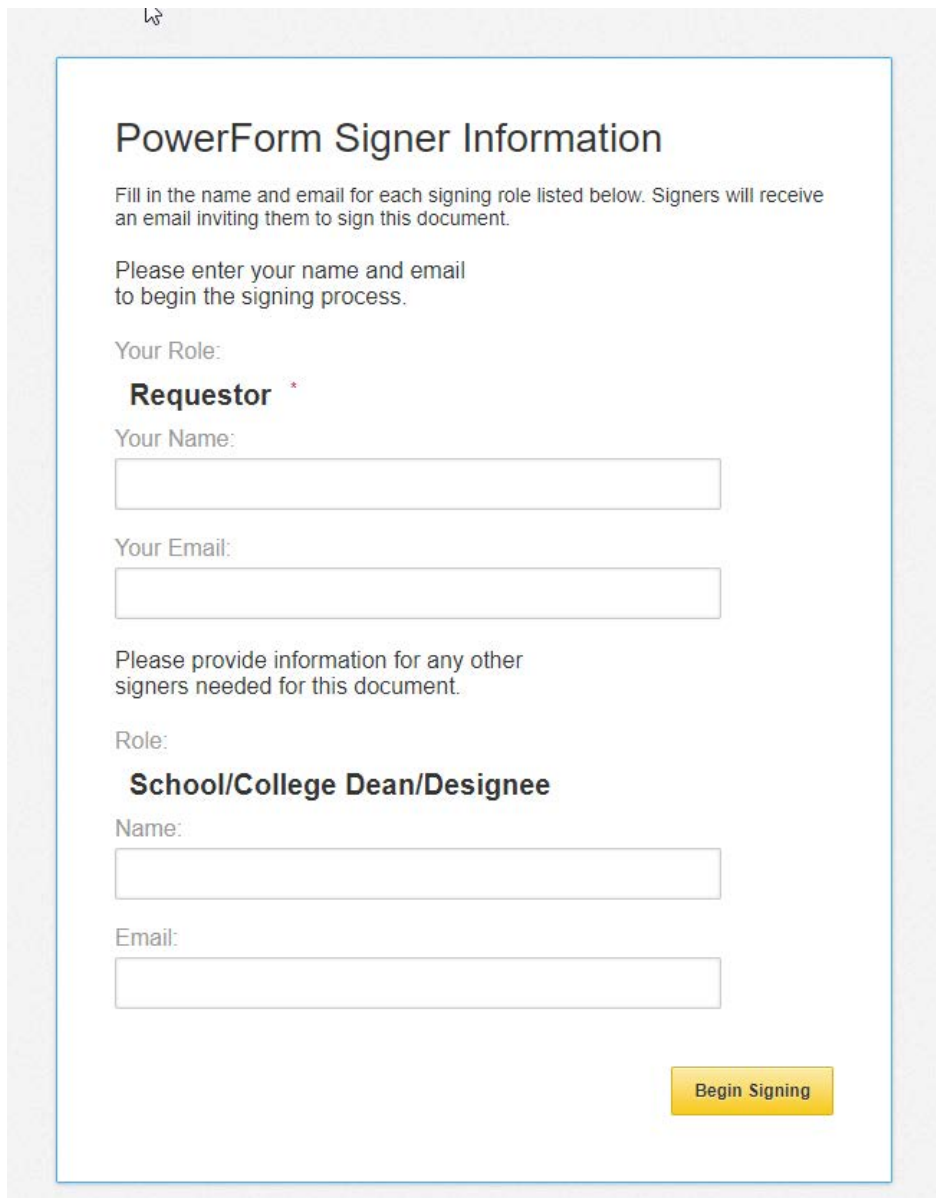
*At no point in this process should you need to open/subscribe to a DocuSign account. Accessing this form should always be from within the email sent to you.

*If you feel that you need a DocuSign account, contact VCU Technology Services at docusign@vcu.edu. https://ts.vcu.edu/askit/university-resources/docusign/

*If you have questions about how to use the form, please contact the Graduate School at gradschool@vcu.edu.

Completing the form:

The Requestor can either be a student or departmental faculty/staff. The Requestor will need to enter the following information:

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Requestor *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

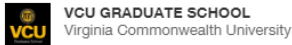**School/College Dean/Designee**

Name:

Email:

Begin Signing

Name of School/College Dean/Designee. **NOTE: Schools may have a designee or Assoc/Asst Dean who is responsible for signing forms instead of the Dean. Check with your department to make sure you are listing the correct person.**

Once completing the fields shown above, you will receive the following prompt:

Please read and agree to the Electronic Record and Signature Disclosure and click "Continue".

Fill in the highlighted fields on the Appointment Request form. Click "Finish" when you are done.

You are allowed three attachments, one of which needs to be the appointee's CV.

Your form will be automatically routed to the next signer for approval until it reaches the Graduate School for processing. If you have any questions or problems using this form, please contact gradschool@vcu.edu.

*Required fields are in RED. Optional fields are in Gray.

DocuSign notifies each person listed (Requestor, Dean, Graduate School) via email. An example of the email is as follows:
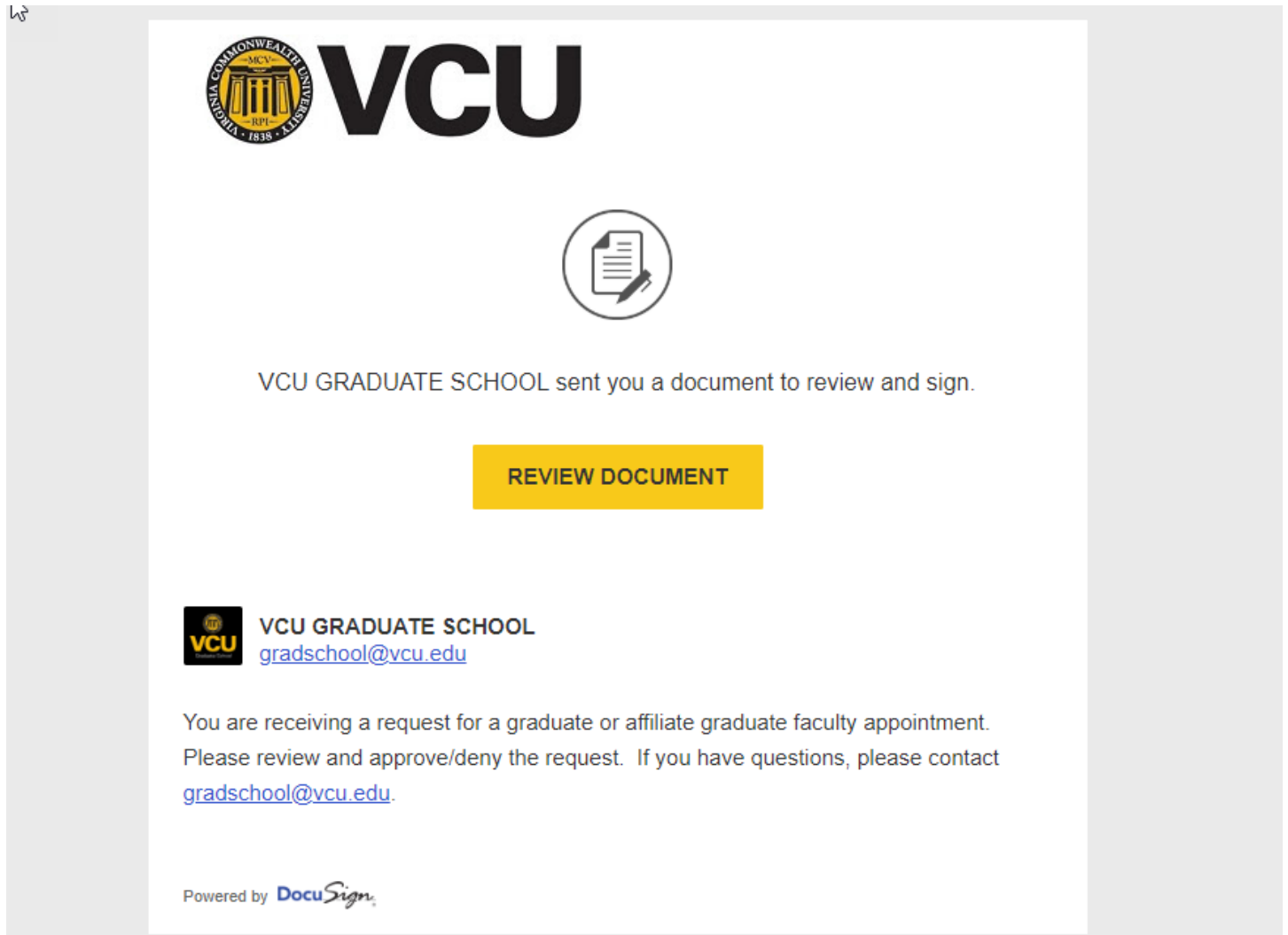
For School Dean's/Designees:

Check the Approved or Denied box. Then click the Sign Here button when you are ready to sign the Appointment form:

If you have not used DocuSign before, a window will open so that you can select your style of Signature. You have the option to choose different fonts or draw your signature. The upload feature will only work if you have a DocuSign account that has been setup by Technology Services.

After you have chosen your signature and signed the Appointment form, DocuSign automatically places the date and your email address to the signature line.
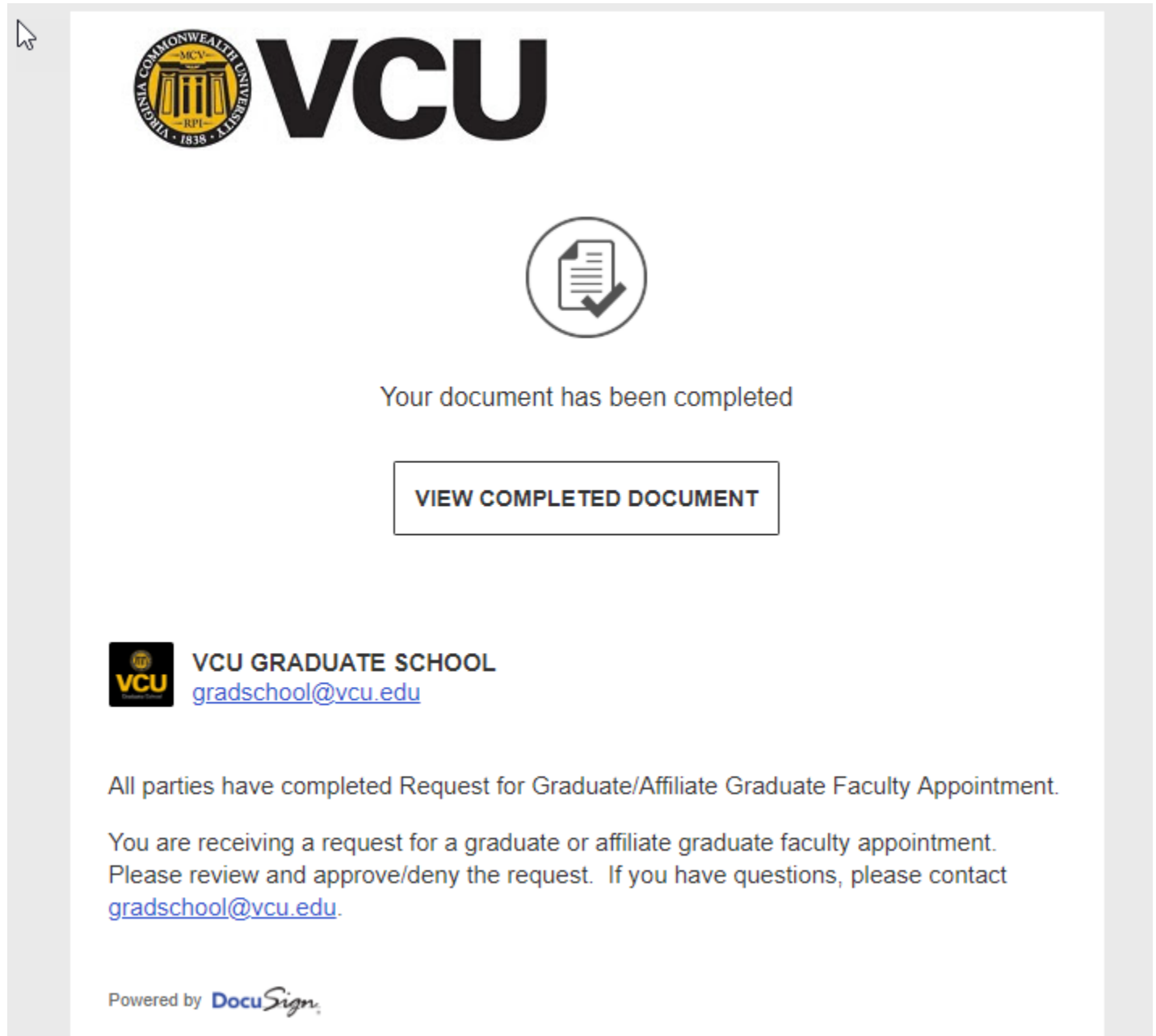
Click Finish when you are done.

Once you click Finish, you will see this notification window appear. Click Continue:

The Appointment form will move through the DocuSign workflow gathering signatures. The Graduate School will process the form upon review. All parties will receive an email stating that the process has been completed.

At no point in this process should you need to open/subscribe to a DocuSign account. Accessing the Graduate Faculty Appointment form should always be from within the email sent to you.

If you feel that you need a DocuSign account, contact VCU Technology Services at docusign@vcu.edu. https://ts.vcu.edu/askit/university-resources/docusign/

If you have questions about how to use the form, please contact the Graduate School at gradschool@vcu.edu.