

Request for Graduate or Affiliate Graduate Faculty Appointment – DocuSign

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.

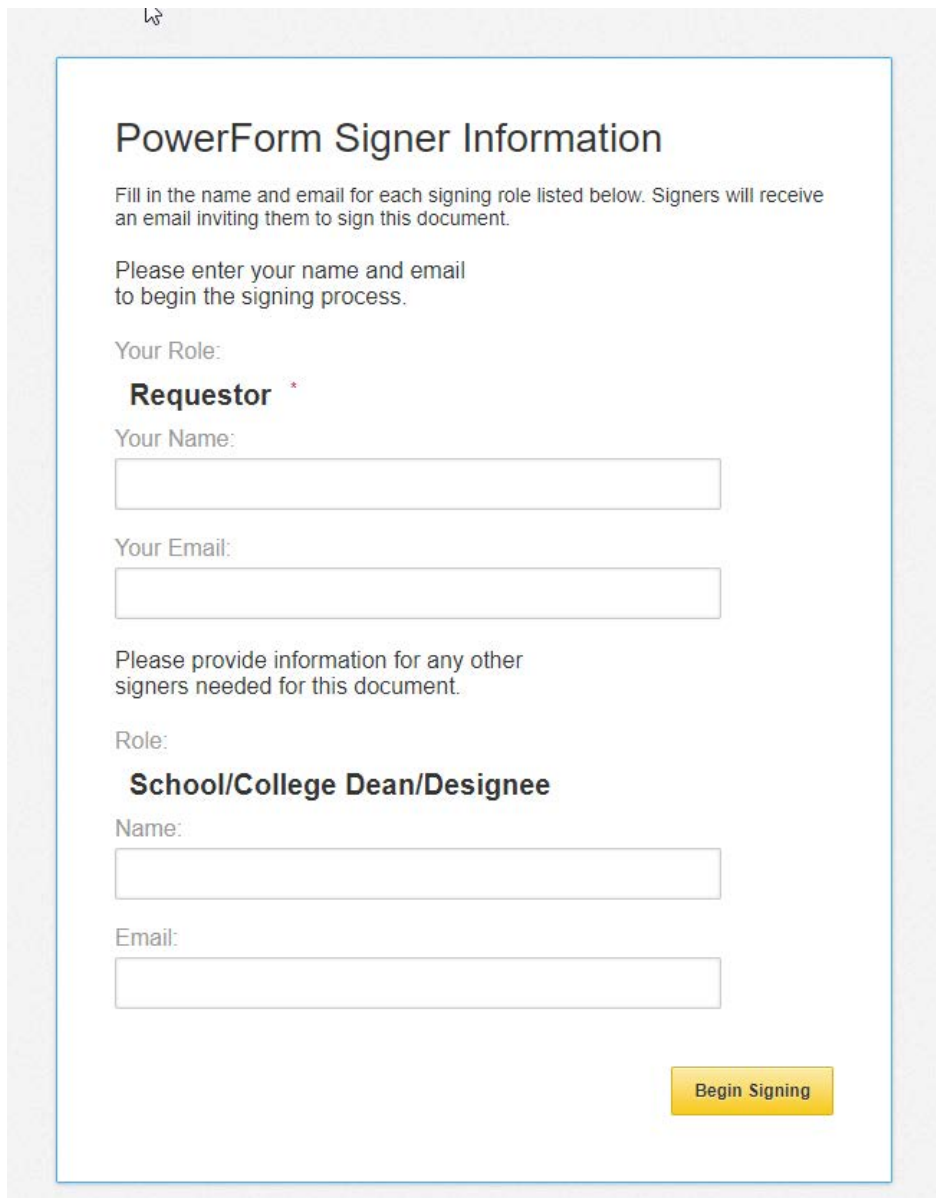
*At no point in this process should you need to open/subscribe to a DocuSign account. Accessing this form should always be from within the email sent to you.

*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:

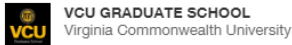
Begin Signing

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".

Please Review & Act on These Documents



You are receiving a request for a graduate or affiliate graduate faculty appointment. Please review and approve/deny the request. If you have questions, please contact gradschool@vcu.edu.

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

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.

Please review the documents below.

FINISH

OTHER ACTIONS

DocuSign Envelope ID: 0D1668CF-6A77-4539-9999-0F8320C5A07A

VCU
Graduate School

Graduate/Affiliate Faculty Appointment Request Form

Name of Faculty Appointee:

Faculty Appointee's Email:

Type of Appointment:

Graduate Faculty Affiliate Graduate Faculty

Term of Appointment (3yr, 5yr, Committee Only):

From: To:

Requesting School/College:

Requesting Department/Program:

Rank (professor, instructor, research, clinical, etc.):

Reason for appointment (dissertation committee, research, etc.):

***If appointment is for a thesis/dissertation committee, the following information is required:**

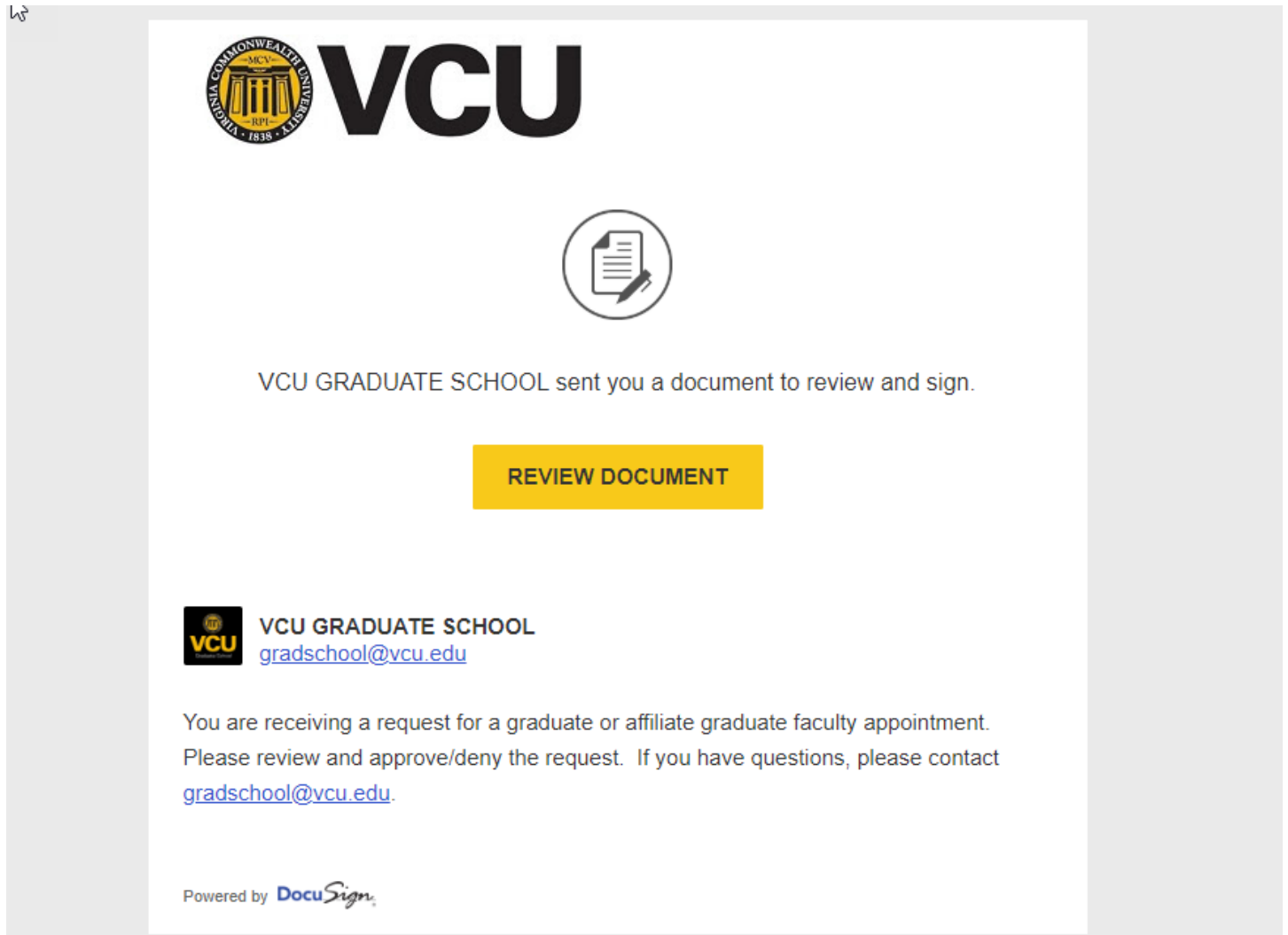
On behalf of (Student's Name):

Student's V#:

Student's Program:

Faculty Appointee's Current Institution:

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:

WS

Approved: Denied: Required - Signature Applied gradschool@vcu.edu

School/College Dean's Signature: DocuSigned by:
Test Dean Date: 7/18/2018

Approved: _____ Denied: _____

Graduate School Dean's Signature: _____ Date: _____

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.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Graduate School

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by: Graduate School ^{DS} GS
93995478D93C427...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic use them on documents, including legally binding contracts - just the same as if I had signed the document myself.

ADOPT AND SIGN CANCEL

DocuSigned by: Graduate School ^{DS} GS
93995478D93C427...

DocuSigned by: Graduate School ^{DS} GS
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DocuSigned by: Graduate School ^{DS} GS
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DocuSigned by: Graduate School ^{DS} GS
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DocuSigned by: Graduate School ^{DS} GS
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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.

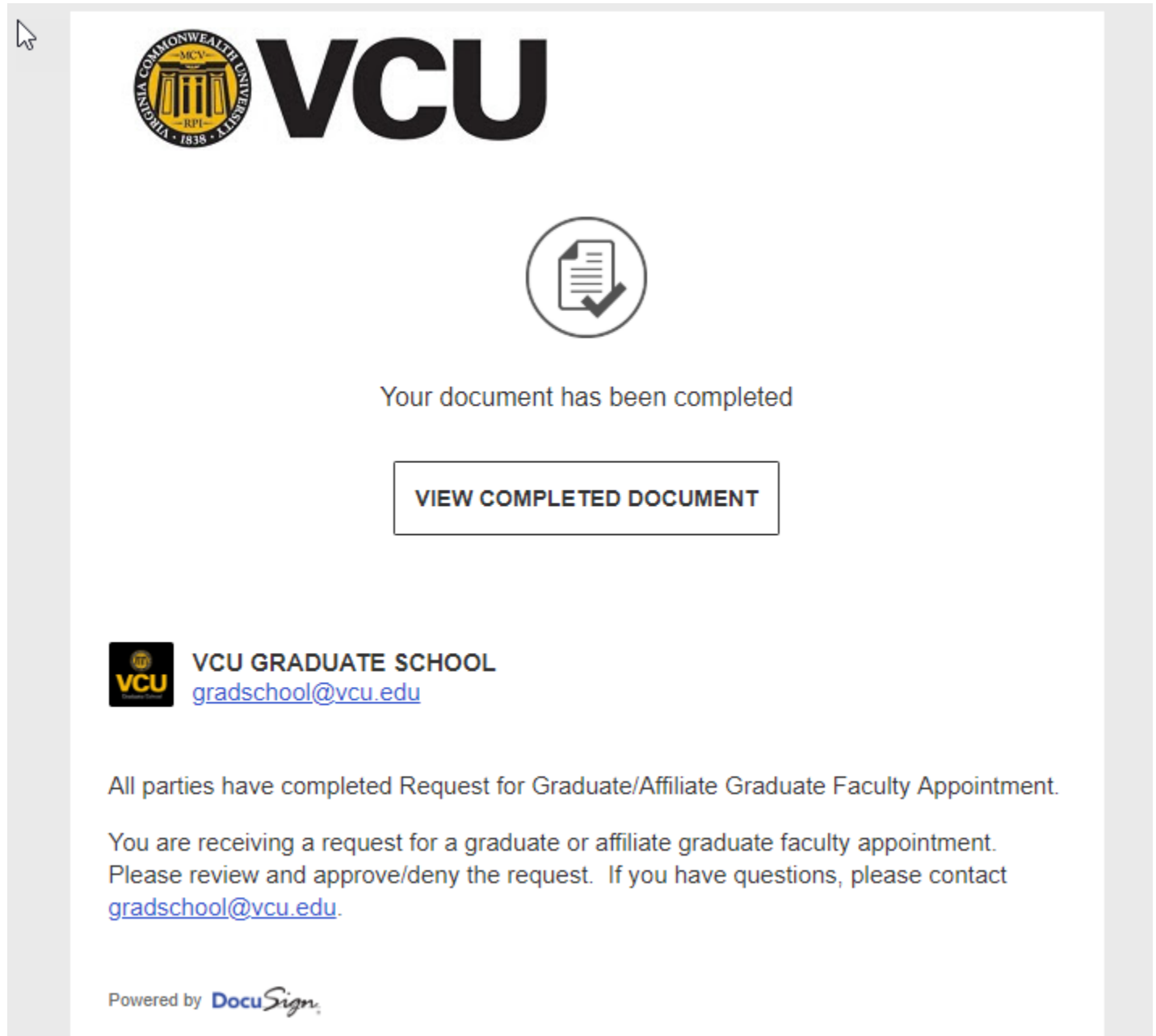
Once you click Finish, you will see this notification window appear. Click Continue:

You're Done Signing

A copy of this document will be sent to your email address when completed by all signers. You can also download or print using the icons above.

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.



The screenshot shows an email notification from VCU Graduate School. At the top left is the VCU logo, which includes the text 'COMMONWEALTH UNIVERSITY' and '1838'. To the right of the logo is the large text 'VCU'. Below this is a circular icon containing a document with a checkmark. The text 'Your document has been completed' is centered below the icon. A button with the text 'VIEW COMPLETED DOCUMENT' is centered below the text. At the bottom left is the VCU logo, followed by the text 'VCU GRADUATE SCHOOL' and the email address 'gradschool@vcu.edu'. Below this is a paragraph of text: 'All parties have completed Request for Graduate/Affiliate Graduate Faculty Appointment. You are receiving a request for a graduate or affiliate graduate faculty appointment. Please review and approve/deny the request. If you have questions, please contact gradschool@vcu.edu.' At the bottom left is the text 'Powered by DocuSign'.

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