



Department and School Governance Documents DocuSign Workflow

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”.

1. DFC Chair or Designee (Signature)
2. Department Chair (Signature)
3. Thierry Léger (Does not need to sign but put an “Approve” button at the top of the document. That way it will not move on to the next recipient prior to his approval.)
4. CFC Chair, Jennifer McMahan-Howard (Signature)
5. chssdean@kennesaw.edu (Role should be set as “Specify Recipients” instead of “Needs to Sign”. Office admin will assign to Dean Long.)
6. Ron Matson (Does not need to sign but put an “Approve” button at the top of the document. That way it will not move on to the next recipient prior to his approval.)
7. Provost Kathy Schwaig (Signature)

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

1. Academic Affairs, academicaffairs@kennesaw.edu
2. Brett Fielder
3. 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”.

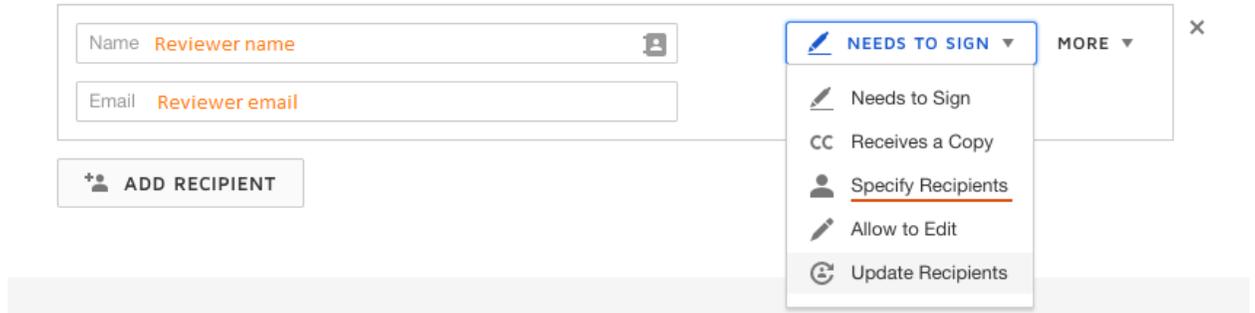
1. DFC Chair or Designee (Signature)
2. Department Chair (Signature)
3. Thierry Léger (Does not need to sign but put an “Approve” button at the top of the document. That way it will not move on to the next recipient prior to his approval.)
4. Chair of CHSS P&T Committee, Dr. Robert Simon (Signature)
5. chssdean@kennesaw.edu (Role should be set as “Specify Recipients” instead of “Needs to Sign”. Office admin will assign to Dean Long.)
6. Ron Matson (Does not need to sign but put an “Approve” button at the top of the document. That way it will not move on to the next recipient prior to his approval.)
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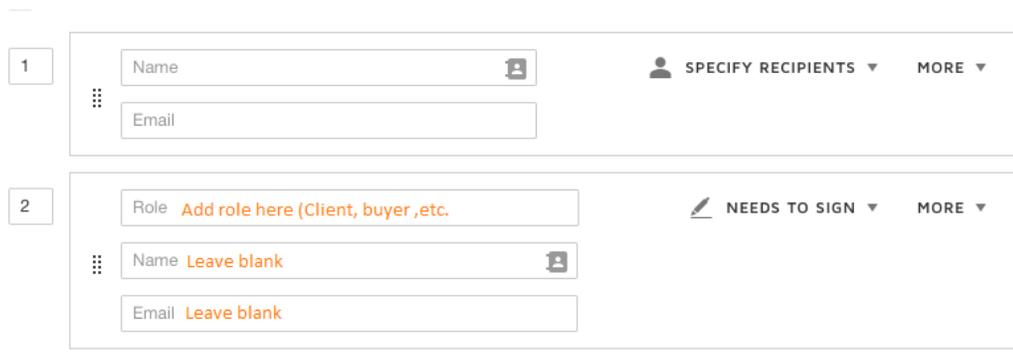
To set up an envelope with Specify Recipients

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 chssdean@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 form with two input fields: 'Name' containing 'Reviewer name' and 'Email' containing 'Reviewer email'. Below these fields is a button labeled '+ ADD RECIPIENT'. To the right, a dropdown menu is open, showing options: 'NEEDS TO SIGN', 'Needs to Sign', 'CC Receives a Copy', 'Specify Recipients' (which is highlighted with a red underline), 'Allow to Edit', and 'Update Recipients'. A 'MORE' dropdown is also visible to the right of the main dropdown.

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. Card 1 has a 'Name' field and an 'Email' field. Card 2 has a 'Role' field with the placeholder 'Add role here (Client, buyer, etc.)', a 'Name' field with 'Leave blank', and an 'Email' field with 'Leave blank'. Both cards have a 'SPECIFY RECIPIENTS' dropdown and a 'MORE' dropdown.

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**.



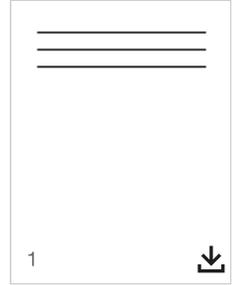
Recipients

SIGNING ORDER

1	DFC Chair or Designee: Name email@kennesaw.edu	Needs to Sign
2	Chair Signature: Name email@kennesaw.edu	Needs to Sign
3	Thierry Leger tleger@kennesaw.edu	Needs to Sign
4	CFC Chair or Chair of CHSS P&T Committee: Name email@kennesaw.edu	Needs to Sign
5	CHSS Dean Admin: CHSS Dean's Office chssdean@kennesaw.edu	Specify Recipients
6	Dean:	Needs to Sign
7	Ronald Matson rmatson@kennesaw.edu	Needs to Sign
8	Kathy Schwaig kschwaig@kennesaw.edu	Needs to Sign
9	Academic Affairs academicaffairs@kennesaw.edu	CC Receives a Copy
10	Brett Fielder bfielde1@kennesaw.edu	CC Receives a Copy
11	Department Admin: Name email@kennesaw.edu	CC Receives a Copy

Testing DocuSign....

Pages: 1



Message

No message has been entered.