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 McMahon-Howard (signature)
5. chssdean@kennesaw.edu (Office admins will assign to Dean Long) (signature)
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. Department Admin
2. Connie Woolsey
3. Brett Fielder

P&T Guidelines

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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 (Office admins will assign to Dean Long) (signature)
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)

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