

How to Submit Committee Approval Requests

Introduction

Beginning Summer 2022, the Graduate College uses Adobe Sign for the committee approval review process. This applies to OneTime/Individual committee requests, Five-Year/Blanket and Graduate Faculty committee requests.

Process

Please follow the steps below and note that all requests should be completed and submitted by the academic unit and **NOT** the student.

- 1. Click here to access the forms in Adobe Sign.
- 2. Complete the appropriate form. (All required sections must be completed.)
 - a) Provide the following information about the nominee in Step 1:
 - Nominee's name (First, Middle, Last)
 - 10-digit ASU ID (if applicable)
 - Date of birth (Required ONLY if there is no ASU ID # so that one can be created)
 - Email address
 - Current job title
 - Role nominee will hold on the committee (Chair, Co-Chair, or Member) (Note: An approved Chair role will automatically be approved to serve at all levels.)
 - b) Provide the following student information to complete the process for requesting an IndividualStudent Committee request:
 - Student name
 - Student 10-digit ASU ID
 - Student Email address
 - Student plan code
 - Anticipated Semester to conduct the Defense (does not have to be exact)
 - c) When submitting for:
 - Individual Student Committee (One-time) Form Please list the Committee Chair, Co-Chair and/or Members, if chosen.
 - <u>Five-Year (Blanket) Form</u> Please list ALL requested plan codes for the approval, including those of any concentrations.

Graduate Faculty Form

The specific plan code(s) and program name(s) must be included. For example, Plan Code "BASCMPHD", Program Name "Business Administration (Supply Chain Management) PhD"

- d) Provide a brief justification for the request to help with the review. This could include how the person's research, position, and/or experience lends to the role being requested.
- e) Upload the nominee's CV:

(Limit is 15 Pages)

• Click on the yellow box.

College Department	*	Atta	ach CV; Limit to 15 pages	
Please attach nor Please limit CV to 15	ninee pages.	CV.	Click to	

- Locate the CV file to attach.
- Select the file.
- Click Open.

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OneNote Notebooks	1/26/2022 1:52 PM	File folder				
Outlook Files	2/10/2022 4:35 PM	File folder				
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• Hover over the yellow box to confirm the file was attached. The name of the file will appear.



3. Review the form for completion and click Submit.

Next Steps

1. After submitting the form, enter the name and email address of the Head of the Academic Unit or Program Chair (who is responsible for approving faculty roles for the graduate program). Click on **Submit.**

Assign the next p	articipant	×
To complete the form email to complete this	please enter the information for form.	the next participant. They will receive an
Participant 2 (* Requ	ired)	
Jeanie	Jones	jeanie@caseyjones.dom
Message to participa	nt	
Please approve acc	ess to the Production Backend	
		Cancel

2. Fill out YOUR name and ASU email address to indicate that you are the initiator of the form. Click Submit.

×
k to submit this document.
ur,Name
Cancel Back Submit

3. The Head of the Academic Unit or Program Chair will then receive an email that includes a link allowing them access to view the form.

To AC Doe	Form Initiator
	🛃 Adobe Acrobat Sign
	Graduate College requests your signature on Committee Approval Request
	Review and sign
	After you sign Committee Approval Request, the agreement will be sent to psnomai@asu.edu. Then, all parties will receive a final PDF copy by email.
	Don't forward this email: If you don't want to sign, you can delegate to someone else.
	By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.
	To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list. © 2022 Adobe. All rights reserved.

- 4. The Head of the Academic Unit or Program Chair reviews the nominee's credentials and information on the request form to determine if the role is appropriate. If approved, they will fill in the following information:
 - Their name
 - Their college
 - Their department/school
 - Signature

Start	Step 2: Approval of the Head on Name: * Signature: *Click here to sign	f Academic Unit o College:	r Program Chair Department/School: *	Date: 05/26/2022					
	Step 2: Graduate College Approval:								

• The Click to Sign button will appear after all required fields are populated.

For questions regarding Committee Approval Requests, please see an academic advisor or email gradfac@asu.edu	
	5/19/2022
By signing, I agree to this agreement, the <u>Consumer Disclosure</u> and to do business electronically with ARIZONA STATE UNIVERSITY.	

- 5. The approved form and CV are then routed to the Graduate College for their review. If they also approve the request, an email is sent to the requester that initiated the form and the Head of the Academic Unit or Program Chair that signed the form, noting that it was approved. If applicable, the academic unit can then notify the student(s) the nominee was approved and can be added to their committee in the iPOS. Note that if a committee approval request is declined for any reason, the form cannot be edited and resubmitted.
- 6. Requestors who initiated a form can search for the status of it by signing into Adobe Sign using their ASU credentials: <u>How to Access your Adobe Sign Account</u>
 - a) After being logged in, click on Manage



b) The resulting menu allows you to see all of your forms (agreements) that are In progress, Waiting for you, Completed and several other statuses. The default view is **In Progress**.



c) You will only be able to see agreements that have already been sent to you for signature or if you initiated (filled out) the Web form.

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Your agreements ~			▼ Filters Q Search		()
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Canceled	John Doe 1 of 3 completed	Committee Approval Request - One Time	Out for signature	_	6/21/2022
Expired					
Draft Number O Recipients Signed out	f of				
Templates Total Numb	er				
Web forms					1
Bulk sends					

- d) Review each status, until you find the agreement in which you are interested.
 - Home Send Manage Reports Your agreements v STATUS In progress In progress (2) RECIPIENTS TITLE Waiting for you (0) gradfac@asu.edu Committee Approval Re... or PhD Graduate Faculty Completed 2 of 3 completed John Doe Canceled Committee Approval Request - One Time 1 of 3 completed Expired Draft Templates Web forms Bulk sends
 - In Progress

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Completed

👃 Adobe Acrobat Sign						
Home Send Manage R	eports					
Your agreements ~						
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In progress (1)		RECIPIENTS	SENDER	TITLE		
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Expired		2 of 2 completed	ARIZONA STATE UNIVERSITY	CAR - 5 Year		
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• Canceled (Voided)

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- e) To view the status of each participant, single click on the agreement.
 - This will open up the menu column on the right-hand side.

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• Menu on right-hand side:

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2 5	igned on Jun 21, 2022	0
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• You will be able to see the names (of completed step) or the email address the agreement is to be sent to:



For more information on Adobe Sign, see <u>https://uto.asu.edu/docusign-adobe-sign</u>

Contact your Graduate Support Coordinator if you have any questions.