

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 Individual Student 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.
 - Five-Year (Blanket) Form
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”

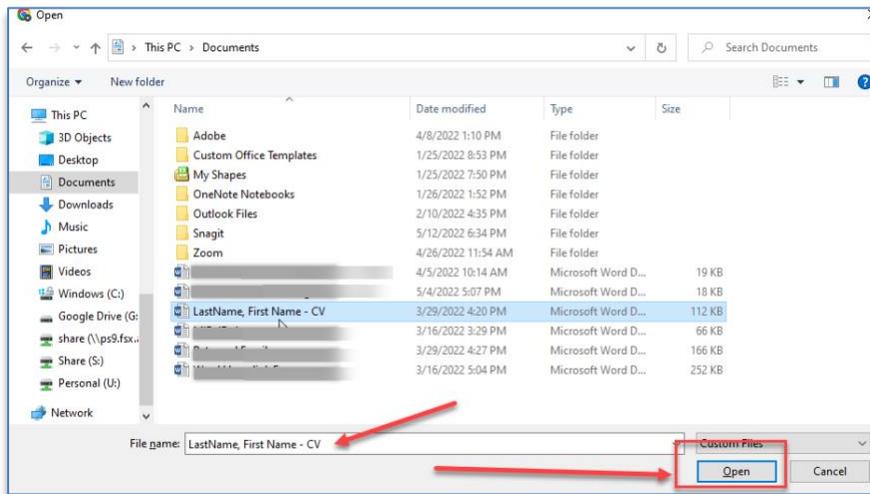
d) Provide a brief justification for the request to help with the review. This could include how the person’s research, position, and/or experience lends to the role being requested.

e) Upload the nominee’s CV:
(Limit is 15 Pages)

- Click on the yellow box.



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



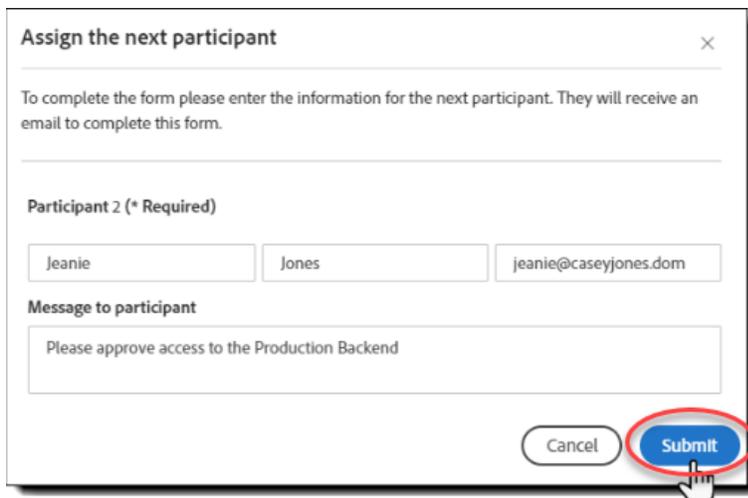
- Hover over the yellow box to confirm the file was attached. The name of the file will appear.



3. Review the form for completion and click **Submit**.

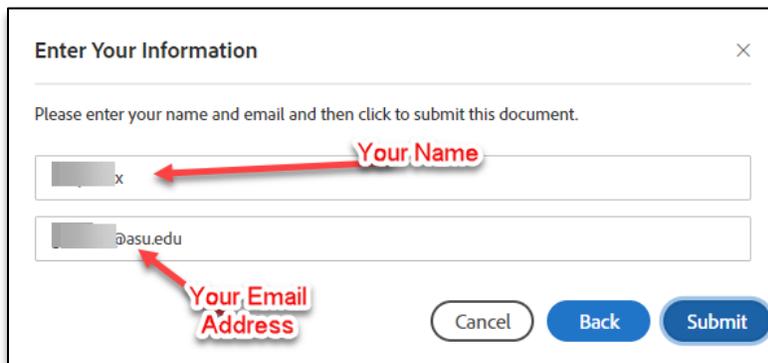
Next Steps

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**.



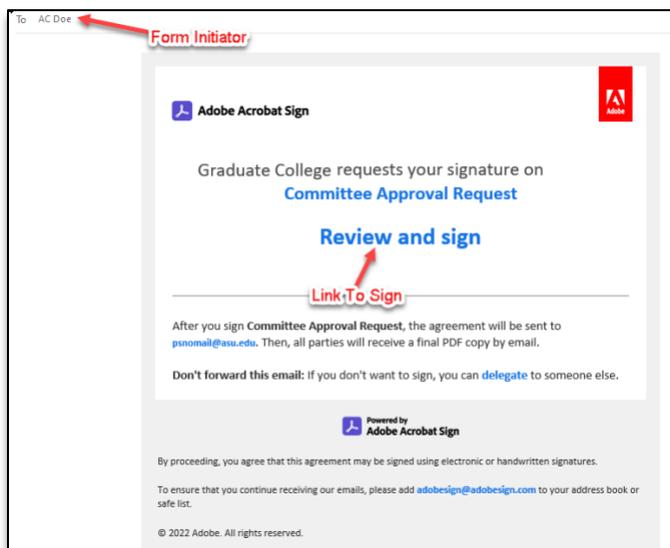
The screenshot shows a web form titled "Assign the next participant" with a close button (X) in the top right corner. Below the title is a horizontal line, followed by the instruction: "To complete the form please enter the information for the next participant. They will receive an email to complete this form." Below this is another horizontal line. The form is divided into two sections: "Participant 2 (* Required)" and "Message to participant". The "Participant 2" section contains three input fields: the first contains "Jeanie", the second contains "Jones", and the third contains "jeanie@caseyjones.com". The "Message to participant" section contains a text area with the text "Please approve access to the Production Backend". At the bottom right of the form are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red, and a mouse cursor is pointing at it.

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



The screenshot shows a web form titled "Enter Your Information" with a close button (X) in the top right corner. Below the title is a horizontal line, followed by the instruction: "Please enter your name and email and then click to submit this document." Below this are two input fields. The first field contains a red arrow pointing to it with the text "Your Name" above it. The second field contains a red arrow pointing to it with the text "Your Email Address" above it. At the bottom of the form are three buttons: "Cancel", "Back", and "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.



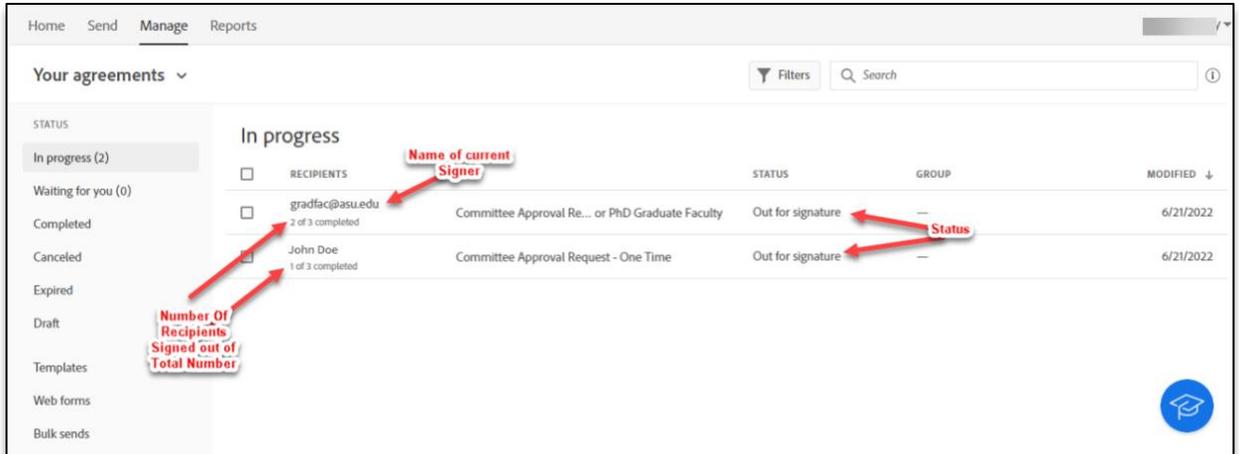
4. The Head of the Academic Unit or Program Chair reviews the nominee’s credentials and information on the request form to determine if the role is appropriate. If approved, they will fill in the following information:
 - Their name
 - Their college
 - Their department/school
 - Signature

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

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: [How to Access your Adobe Sign Account](#)
 - a) After being logged in, click on **Manage**

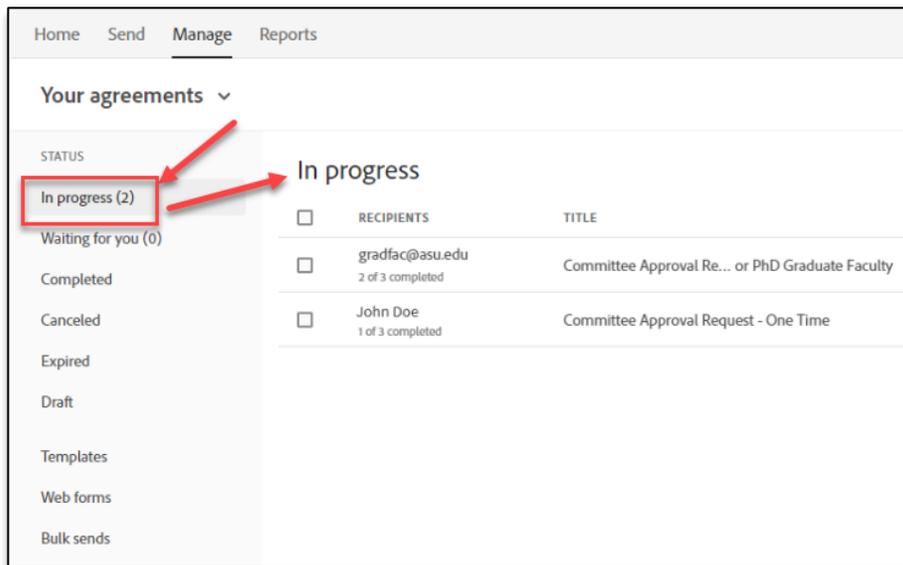
- b) The resulting menu allows you to see all of your forms (agreements) that are In progress, Waiting for you, Completed and several other statuses. The default view is **In Progress**.

- 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.

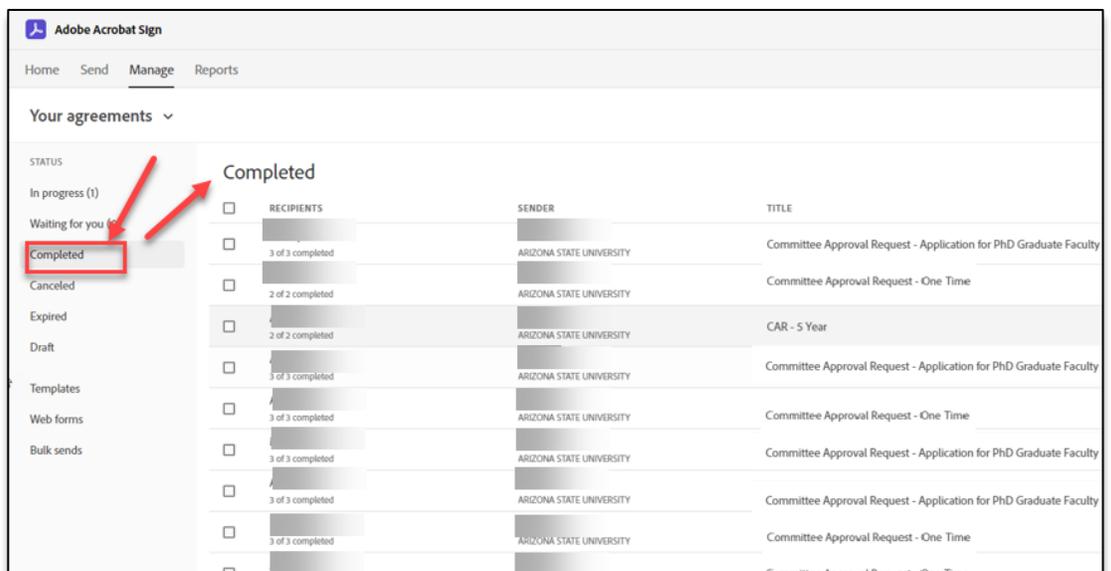


- d) Review each status, until you find the agreement in which you are interested.

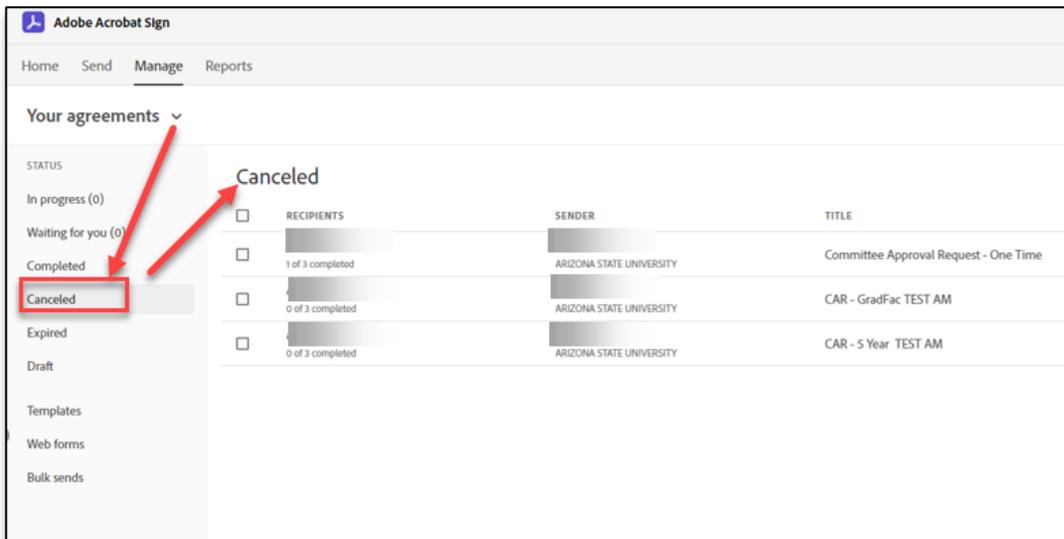
- In Progress



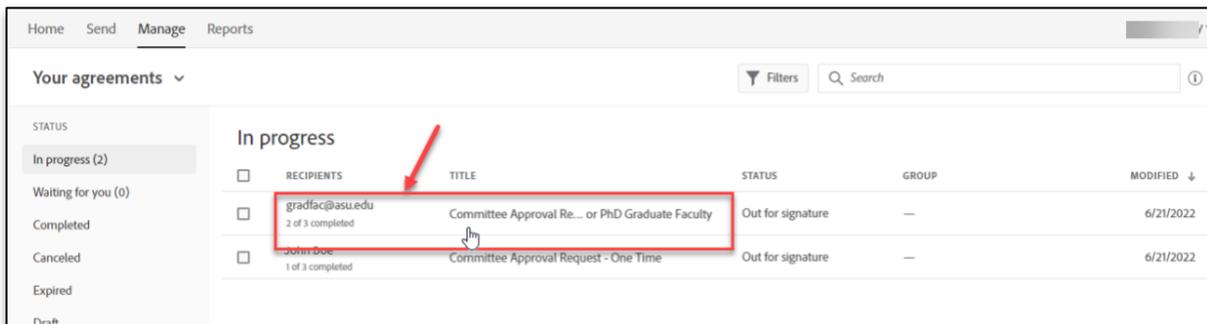
- Completed



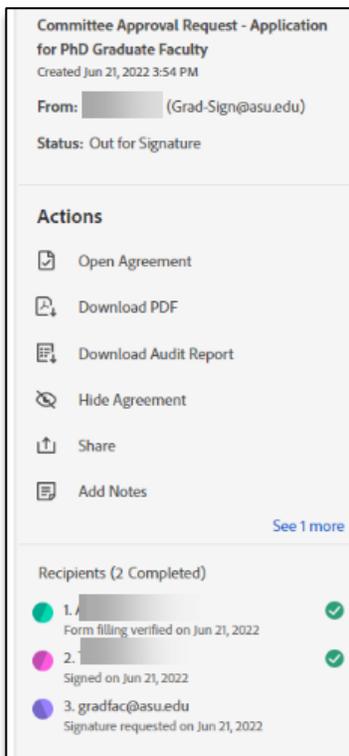
- Canceled (Voided)



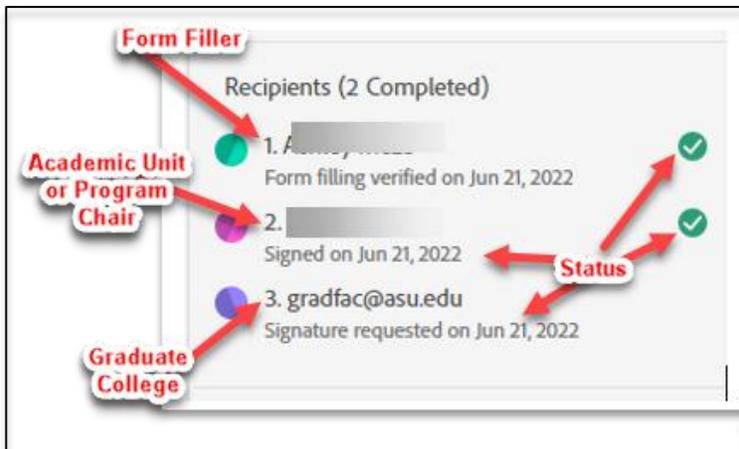
- e) To view the status of each participant, single click on the agreement.
- This will open up the menu column on the right-hand side.



- Menu on right-hand side:



- 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 <https://uto.asu.edu/docusign-adobe-sign>

Contact your Graduate Support Coordinator if you have any questions.