

Introduction

Beginning Summer 2022, the Graduate College uses Adobe Sign for the committee approval review process. This applies to One-Time/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, **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
 - The 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 lend to the role being requested.

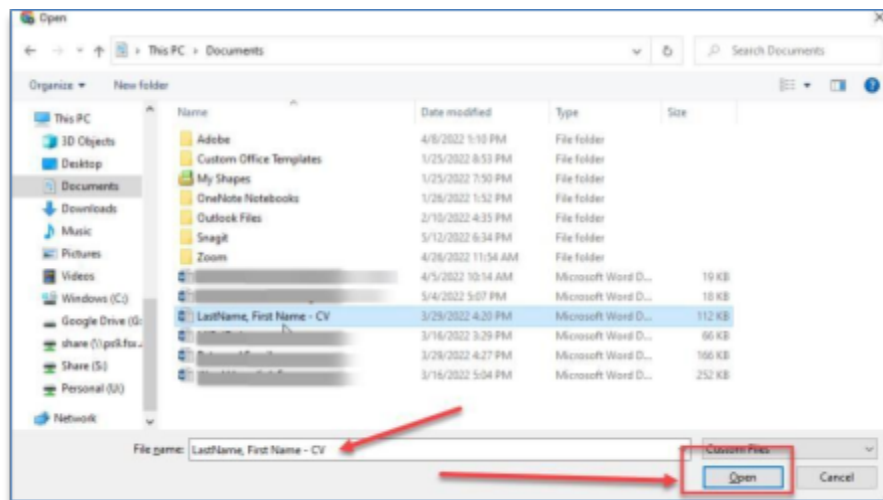
e) Upload the nominee’s CV:

(Limit is 15 Pages)

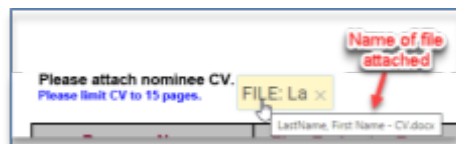
- Click on the yellow box.



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



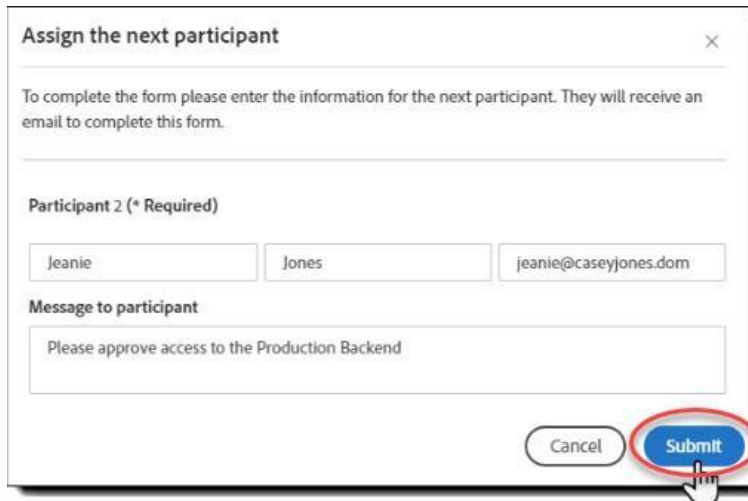
- Hover over the yellow box to confirm the file was attached. The name of the file will appear.



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

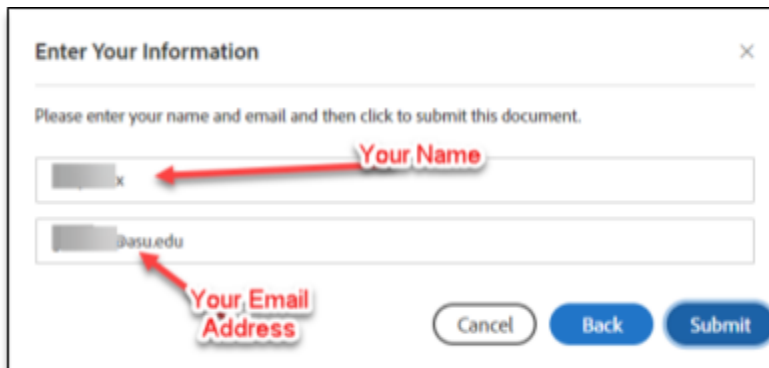
Next Steps

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**.



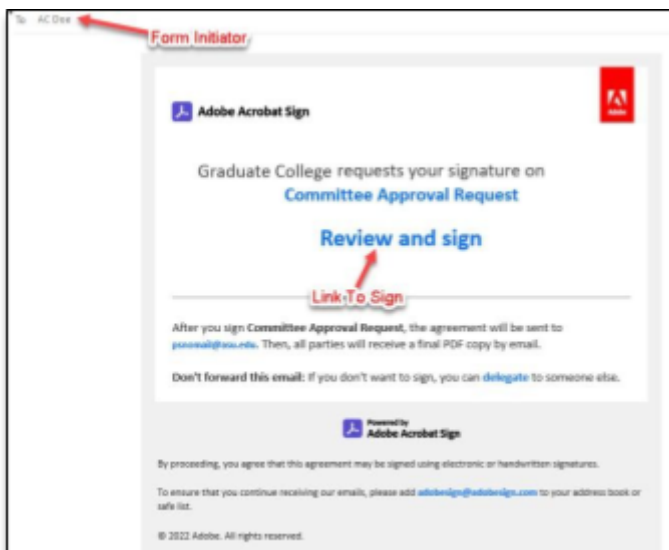
The screenshot shows a web form titled "Assign the next participant" with a close button (X) in the top right corner. Below the title is a paragraph: "To complete the form please enter the information for the next participant. They will receive an email to complete this form." There are three input fields for "Participant 2 (* Required)": a first name field containing "Jeanie", a last name field containing "Jones", and an email field containing "jeanie@caseyjones.dom". Below these is a "Message to participant" text area containing the text "Please approve access to the Production Backend". At the bottom right are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red, and a hand cursor icon 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 paragraph: "Please enter your name and email and then click to submit this document." There are two input fields: a name field and an email field. A red arrow points from the text "Your Name" to the name field, and another red arrow points from the text "Your Email Address" to the email field. The email field contains the text "@asu.edu". At the bottom are three buttons: "Cancel", "Back", and "Submit".

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



The screenshot shows an email interface. The "To" field is labeled "AC Dec" and has a red arrow pointing to it with the text "Form Initiator". The email body features the Adobe Acrobat Sign logo and text: "Graduate College requests your signature on Committee Approval Request". Below this is a large blue button that says "Review and sign". A red arrow points from the text "Link To Sign" to this button. Further down, there is a paragraph of text: "After you sign Committee Approval Request, the agreement will be sent to jeannie@asu.edu. Then, all parties will receive a final PDF copy by email." Below that is another paragraph: "Don't forward this email: If you don't want to sign, you can delegate to someone else." At the bottom, there is a footer with the Adobe Acrobat Sign logo, a disclaimer: "By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.", and contact information: "To ensure that you continue receiving our emails, please add adobeedge@adobeedge.com to your address book or safe list." The footer also includes the copyright notice: "© 2022 Adobe. All rights reserved."

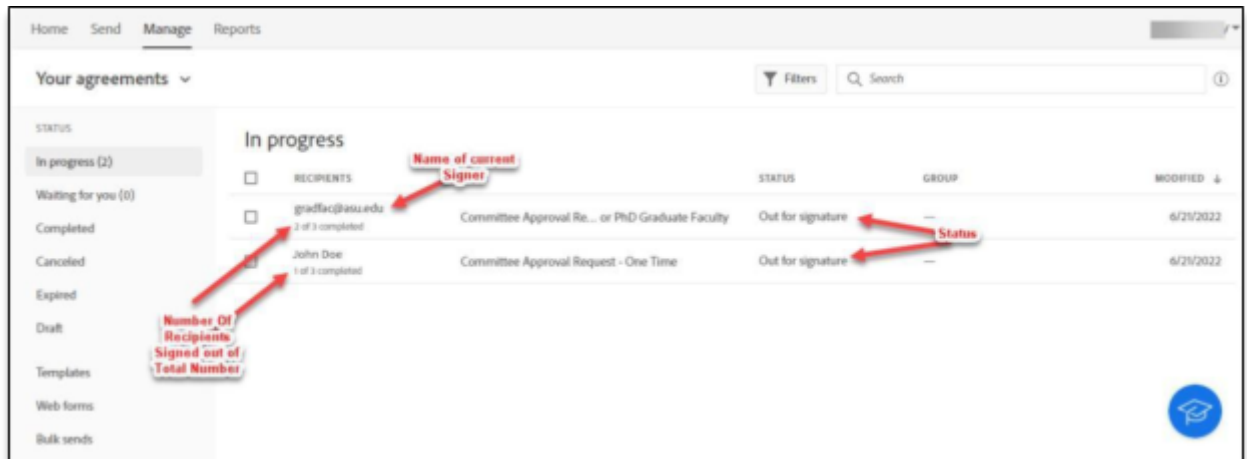
4. The Head of the Academic Unit or Program Chair reviews the nominee's credentials and information on the request form to determine if the role is appropriate. If approved, they will fill in the following information:
 - Their name
 - Their college
 - Their department/school
 - Signature

- 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 who initiated the form and to the Head of the Academic Unit or Program Chair who signed it, noting that it was approved. If applicable, the academic unit can then notify the student(s) that the nominee has been approved and can be added to their committee in 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 its status by signing into Adobe Sign using their ASU credentials: [How to Access your Adobe Sign Account](#)
 - a) After being logged in, click on **Manage**

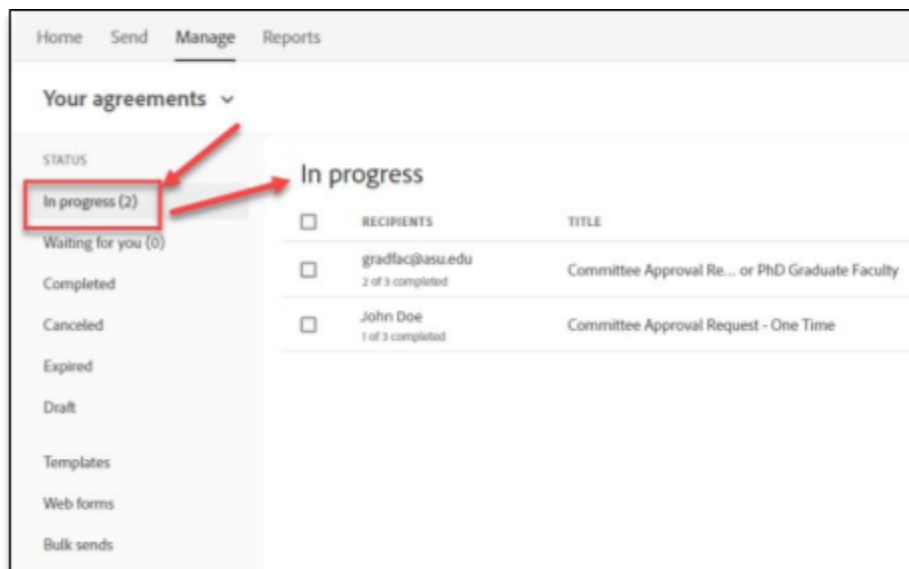
- b) The resulting menu allows you to see all of your forms (agreements) that are **In progress**, **Waiting for you**, **Completed** and several other statuses. The default view is **In Progress**.

- 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.

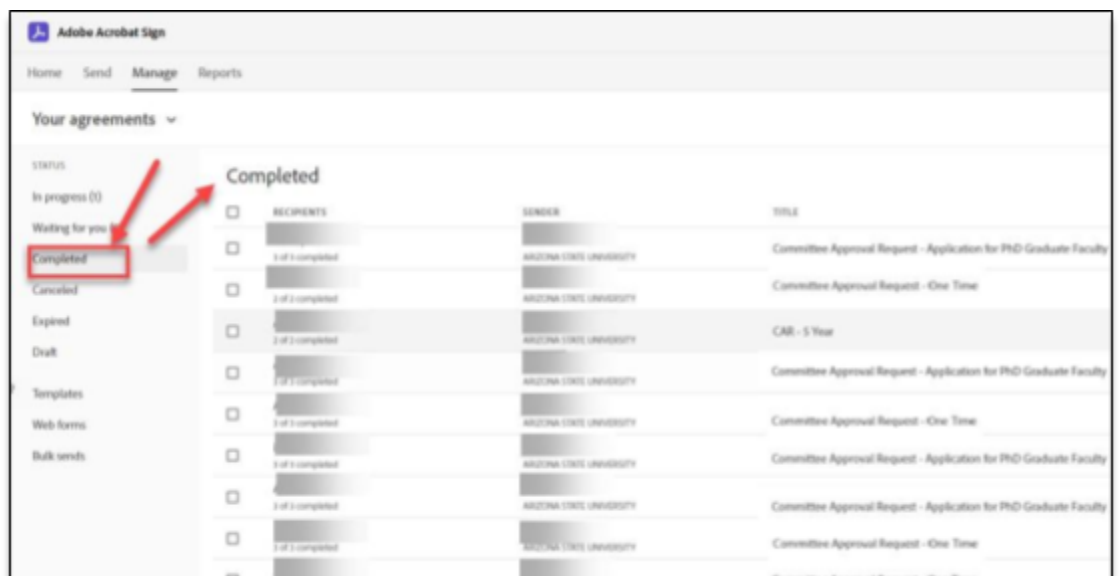


- d) Review each status until you find the agreement you are interested in.

- In Progress



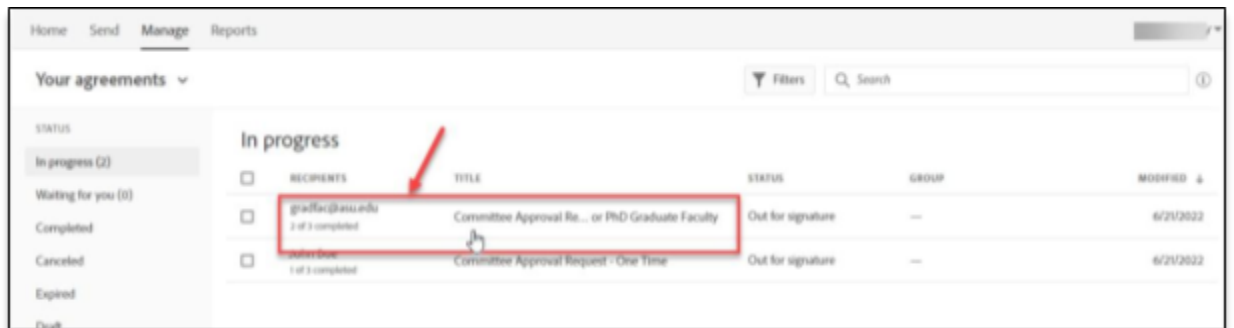
- Completed



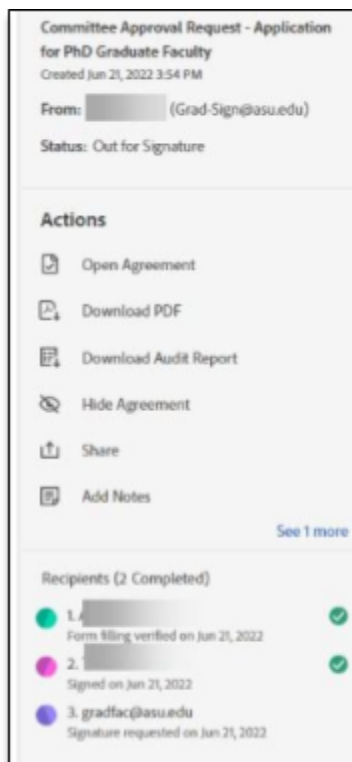
- Canceled (Voided)



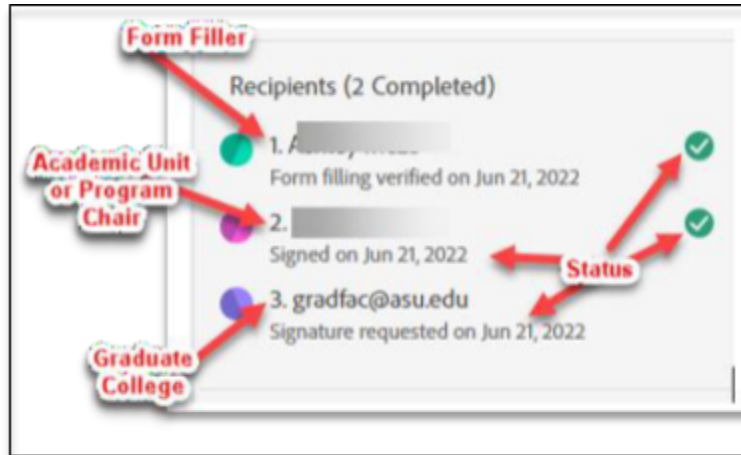
- e) To view the status of each participant, single-click on the agreement.
- This will open up the menu column on the right-hand side.



- Menu on the right-hand side:



- You will be able to see the names (of completed steps) or the email address to which the agreement is to be sent:



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

Contact your Graduate Support Coordinator if you have any questions.