

FACULTY APPOINTMENT REQUEST GUIDE

Workflow setup if initiated by department chair.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Department Chair

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:
Department Dean

Your Name:

Your Email:

[Begin Signing](#)

POWERED BY DocuSign

Workflow setup if initiated by department administrative assistant.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Administrative Assistant

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:
Department Chair

Your Name:

Your Email:

Your Role:
Department Dean

Your Name:

Your Email:

[Begin Signing](#)

POWERED BY DocuSign

Click "GOT IT" button.

Please Review & Act on These Documents



Please complete all available fields, sign and click 'Finish.'

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS

DocuSign Envelope ID: EDDFE372-ADA1-46B4-B06A-79ED5791067A
TOWSON UNIVERSITY
Provost Budget Office
Administration Building, 3rd Floor

TOWSON UNIVERSITY

FACULTY/LIBRARIAN/LECTURER APPOINTMENT REQUEST – ACADEMIC YEAR
(Completed Only After Successful Negotiations And the Approval of the Office of the Provost)

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

Check box. Click "CONTINUE" button.

Please Review & Act on These Documents



Please complete all available fields, sign and click 'Finish.'

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS

DocuSign Envelope ID: EDDFE372-ADA1-46B4-B06A-79ED5791067A
TOWSON UNIVERSITY
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Administration Building, 3rd Floor

TOWSON UNIVERSITY

FACULTY/LIBRARIAN/LECTURER APPOINTMENT REQUEST – ACADEMIC YEAR
(Completed Only After Successful Negotiations And the Approval of the Office of the Provost)

I. SEARCH #: College: Dept:

Initiator complete and sign form. Click "FINISH" button.

Form fields can be updated by all approvers. Next approver click "sign" icon and "FINISH" button.

below.

FINISH

OTHER ACTIONS

DocuSign Envelope ID: 54B91ADF-B9C0-4934-998D-FE6379F607E4
LAFVIM003101-PROVOSTOFFICE-731816123

Provost Budget Office
Administration Building, 3rd Floor



FACULTY/LIBRARIAN/LECTURER APPOINTMENT REQUEST – ACADEMIC YEAR

(Completed Only After Successful Negotiations And the Approval of the Office of the Provost)

I. SEARCH #: College: Dept:

Hiring Department PeopleSoft Code: Funding Source/Grant Code:

II. Appointee: Empl ID:

Preferred mailing address:

Email address: Telephone:

University System of Maryland or other State of Maryland Employment? at: _____

State of Maryland Retiree? Agency and effective date of retirement: _____

III. Select One: Replaces: _____ Due to: _____
 This is a new position

IV. Terms of Appointment

Rank:

Effective: Year: Select One:

Annualized Salary: \$ Actual Salary: \$

V. Additional Assignments

Other:

VI. Faculty Tenure Status: Tenure Review Year:

Librarian Permanent Status: Permanent Status Review Year:

VII. Highest Degree Awarded: Year: Institution:

Official Transcript showing highest degree awarded:

If not on file, please send an email to pbo@towson.edu when official transcript is received in the department.
If Appointee is ABD, please provide the expected degree completion date and the institution in the box below.

VIII. Signatures:

 11/05/18

Department Chairperson/Date

Dean/Date

Budget Director, Provost Budget Office/Date

SAP:

08/23/2011



Click "OTHER ACTIONS" to

- Save and finish the form later. You will receive an email with a link to complete the form later.
- Decline to sign. The document will be voided and inaccessible to other signers.
- View form history.

The screenshot shows a DocuSign interface for a form titled "TOWSON UNIVERSITY". The form is for a "FACULTY APPOINTMENT REQUEST - ACADEMIC YEAR 2020-2021" and is related to "Successful Negotiations And the Approval of the Office of the Provost". The form includes the following fields:

- College: CLA (dropdown menu)
- Dept: history (text input)
- Funding Source/Grant Code: 12570 (text input)

The "OTHER ACTIONS" menu is open, showing the following options:

- Finish Later
- Decline to Sign
- View History
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session Information

Other visible elements include a toolbar with search, zoom, download, print, and help icons, and a "FINISH" button.

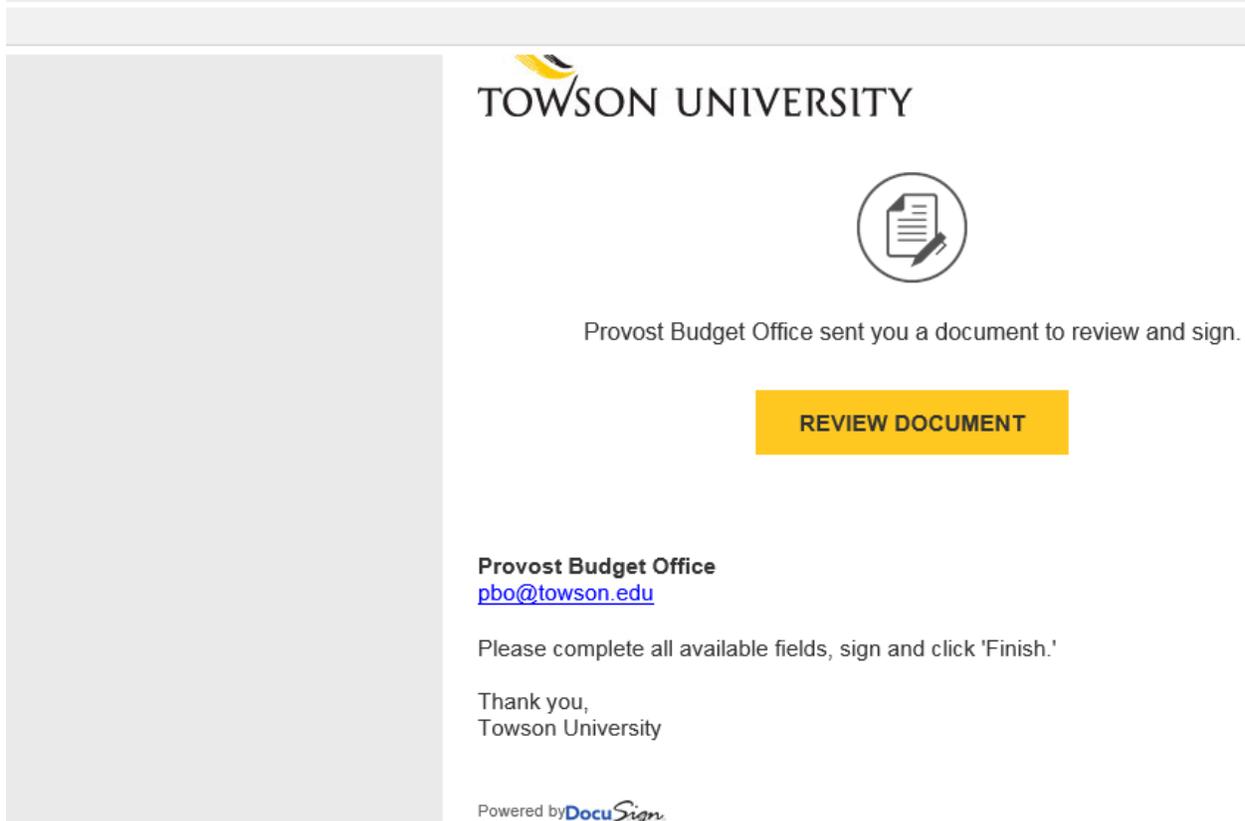
Approvers will receive the an email from [Provost Budget Office via DocuSign](#) . The subject will include the title of the form and the form initiator's name. Please see screenshot below.

DocuSign NA3 System <dse_NA3@docusign.net>

Faculty Appointment Request - Heather Wilson

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problems with how this message is displayed, click here to view it in a web browser.



The screenshot shows an email notification from DocuSign. On the left is a large grey rectangular area, likely a placeholder for a missing image. To the right, the Towson University logo is displayed at the top. Below the logo is a circular icon containing a document with a pencil, representing a document to be signed. The text below the icon reads: "Provost Budget Office sent you a document to review and sign." A prominent yellow button with the text "REVIEW DOCUMENT" is centered below this text. Further down, the sender is identified as "Provost Budget Office" with the email address pbo@towson.edu. A note follows: "Please complete all available fields, sign and click 'Finish.'" The email concludes with "Thank you, Towson University" and a footer that says "Powered by DocuSign".

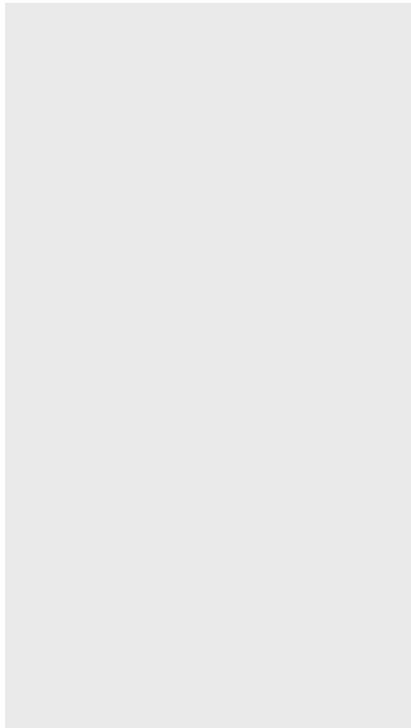
The form initiator and approvers will receive an email with a link to the completed document.

DocuSign NA3 System <dse_NA3@docusign.net>

Completed: Faculty Appointment Request - Heather Wilson

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problems with how this message is displayed, click here to view it in a web browser.



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

Provost Budget Office

pbo@towson.edu

All parties have completed Faculty Appointment Request - Heather Wilson.

Please Note: The envelope was completed with markup. All marked changes were initialed by all signing parties.