

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](#)

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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](#)

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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
PROVOST BUDGET OFFICE
Provost Budget Office
Administration Building, 3rd Floor

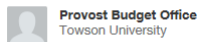
Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

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

Check box. Click "CONTINUE" button.

Please Review & Act on These Documents



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

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

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OTHER ACTIONS

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

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

I. SEARCH #: College: -- select -- Dept:

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

OTHER ACTIONS

Change Language - English (US) | Copyright © 2018 DocuSign Inc.

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.

FINISH OTHER ACTIONS

Finish Later

Decline to Sign

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Session Information

TOWSON UNIVERSITY

FACULTY APPOINTMENT REQUEST - ACADEMIC YEAR 2020-2021

Successful Negotiations And the Approval of the Office of the Provost)

College: CLA Dept: history

Funding Source/Grant Code: 12570



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




Provost Budget Office sent you a document to review and sign.

REVIEW DOCUMENT

Provost Budget Office
pbo@towson.edu

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

Thank you,
Towson University

Powered by 

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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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 initiated by all signing parties.