

CAS Deans Approval

- Please do not email a document directly to a Dean
- Please send all documents needing a Dean's signature to the CAS Deans Approval Signing Group.
 - Tutorial on how to send a document through DocuSign to a signing group
https://media.oregonstate.edu/media/t/0_d3268qh2

Why?

- Multiple people check this email account – there is backup during vacations
- Administrative Assistants will route the document to the appropriate Dean
- Ensure your document is signed in your needed timeframe
- If a Dean is traveling/out of office & you need a document signed that day, we can have another Dean sign on their behalf
- We do a preliminary review of the document before asking a Dean for approval to ensure all required documents are attached and the information is accurate (e.g., CVs for Graduate Faculty Nomination Forms)
- Our office retains a copy of the final draft of the signed document (e.g., MOUs)
 - If sent directly to a Dean, the document is in the Dean's personal DocuSign accessible only by them

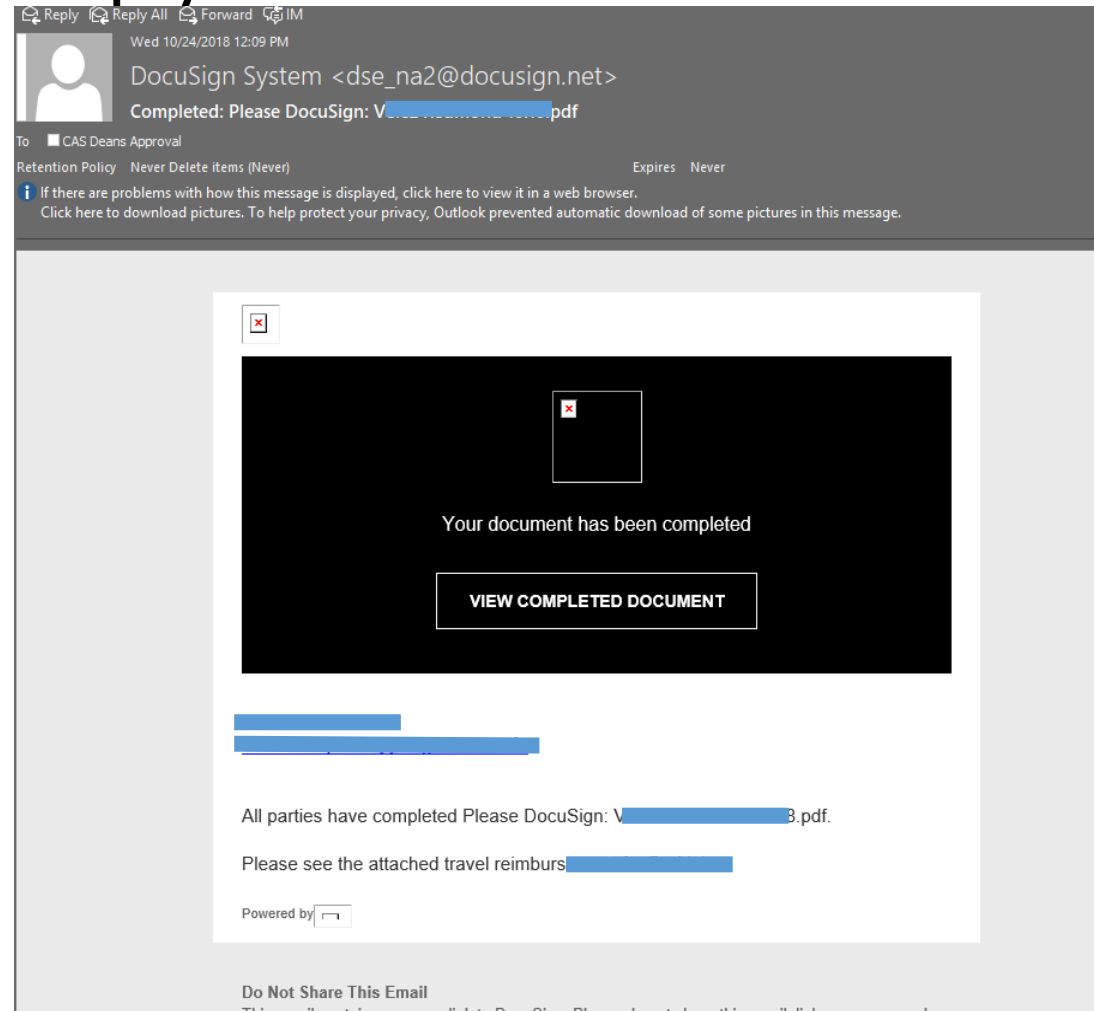
Sending Documents to CAS Deans Approval

- The Dean's Office will not send documents to their next destination unless it is planned (e.g., leave) or an emergency (e.g., you are out sick)
- This maintains the tracking record for the document at the unit level
- If you need assistance or have questions regarding the submission process or how to use the signing group, please email the cas.deans-approval@oregonstate.edu email and we will assist you.

Records are kept in Dean's Office DocuSign

- DocuSign will keep these for six months
 - If it is necessary to keep a final document longer, the Dean's office can download and save it to internal files
- Once signed by all parties, a final copy is sent to everyone
 - Eliminates the back-and-forth emails
 - DocuSign will send reminders
 - You can recall documents that may need to be corrected (e.g., MOU)

Example: Document Signed – you and Dean’s office receive a final copy



Other DocuSign resources:

- Sending a Document:

<https://www.youtube.com/watch?v=aBdy0RXJVos>

- Removing duplicate entries in your DocuSign address Book:

https://media.oregonstate.edu/media/t/0_p46bba4e