

Academic Affairs Provost Office

Process to Obtain Provost Office Signature

We continue to strive for a 3-business day turnaround for signature documents, assuming the paperwork is complete and no revisions are required. Given the large volume of signature authority documents received by the Office of the Provost, we need to ensure that the following steps are completed to maintain the goal of three business days.

- Ensure that **all** documents submitted to our office via email, are in **PDF FORMAT ONLY**
- Use **NEW EMAIL SUBJECT NAMING CONVENTION** (see below)
- To expedite signature items, we are requesting the following:
 - **For each transaction, please combine all documents into one PDF** prior to submitting to our office, i.e., include backup with PTF in PDF
- In your email please include the following items:
 - What transaction is occurring
 - Who needs to sign or if no signature is needed who is the document being sent to
 - Where the original should be sent
 - Your contact information
- If the document(s) are not in PDF format, we will reach out to the college/department via email to make the correction
- If a packet is incomplete or we have questions about the paperwork submitted, we will reach out to the college/department via email
- We appreciate if you do your best to provide the requested necessary information or supplemental documentation as soon as possible so that we can move your paperwork forward

EMAIL SUBJECT NAMING CONVENTION:

In an effort to help us be as organized and efficient as possible with processing signature items, we would also like to ask you to use the suggested SUBJECT NAMING CONVENTION for emails containing items for signature.

1. College/Department_Last NameFirst Initial_Action
NSM_SmithA_Reappointment
2. College/Department_Various_Action
CTL_Various_AddtlEmp