Please review the following instructions for completing the DocuSign template for the new Research Foundation Faculty Appointment Form:

Once a Principal Investigator/Project Director (PI) determines that he/she would like to hire a faculty member on his/her project, this form is initiated by the PI. This form is also used to change, add or make any other change in a faculty employee’s employment with the Research Foundation. PI will need the following information before beginning to complete the form:

- Faculty employee’s name and email address
- Faculty employee’s home department chair name and email address
- Faculty employee’s College Resource Analyst/Manager name and email address
- Faculty employee’s Dean/Designee name and email address
- Faculty employee’s SJSU hourly rate, number of total hours (estimate), begin and end date for assignment and the project account number. If PI does not know the hourly rate or account number, he/she can contact Post-Award Sponsored Programs manager to get this information.

Once you have all of the above information, you can proceed to complete the form.

1. To access the DocuSign form log into DocuSign by going to One.sjsu.edu.
2. Click Templates and search for Research Foundation Faculty Appointment Form
3. The PI will complete the names and email addresses for PI (self), Employee, Faculty member’s Home department chair, College Resource Analyst/Manager, and Faculty Member’s College Dean/Designee.

4. Once all the information is entered click on Begin Signing.
5. Read the Electronic Record and Signature Disclosure, check the I agree box and click on Continue.

6. Please read the statement on top and complete the sections in red. You will not be able to move forward unless you complete that information.

7. Once PI completes the information, PI will be prompted to sign the document. Once it is signed, the form will be routed to Post-Award Sponsored Programs manager (OSP manager) at the Research Foundation.

8. OSP manager will review the document to make sure that the project number and begin and end dates fall within the project date range.
9. Once OSP manager has reviewed the information, employee will receive an email to complete his/her section and sign the document. Employee will complete the required information and sign.

10. Employee will also review the Terms and Conditions and initial them. Employee is required to abide by these terms and conditions.

11. Once employee is done, click on Finish button on top right hand corner.
12. The document will now go to Department Chair for signature.
13. Once Chair signs, the document is routed to College Resource Analyst/Manager for review.
14. Once Resource Analyst reviews, it goes to the College Dean for signatures.
15. The form then goes to University Personnel – Faculty Affairs (UP-FA) for approval. Please note that it may take up to 10 days for UP-FA to approve the appointment form.
16. Once UP-FA approves the appointment, the form will go to OSP manager for final review and approval based on the budget of the grant or contract.
17. Once approved by the manager, the form will be sent to Research Foundation Human Resources (RF-HR) for final approval.
18. Please note that the employee is not authorized to begin work until RF-HR approves the appointment form. All parties receive a copy once it is approved by RF-HR. If the begin date on the appointment form is before the approval date of RF-HR, RF-HR will adjust the begin date to the date RF-HR approved. Additionally, if the faculty member is a new hire or rehire, authorization to work (E-verify) must be completed before appointment form approved by RF-HR.