

**ACCEPTABLE SIGNATURE TYPES FOR UNIVERSITY PERSONNEL-
FACULTY AFFAIRS DOCUMENTS**

	Original Wet Signature	Docu-Sign	Other-Electronic Signature	Signed Document May Be Transmitted Electronically
Annual Summary of Achievements	X	X	X	X
Appt form	X	X	X	X
Employee Profiles	X	X	X	X
Employment Questionnaire	X	X	No	X
Evaluations (faculty)	X	X	X	X
Evaluations (chair, dean)	X	X	X	X
Fee Waivers (Fac)	X	X	X	X
Fee Waivers (dept, college)	X	X	X	X
Foundation RTA	X	X	X	X
IES Appointments (approval signature)	X	X	X	X
IES Appointments (faculty signature)	X	X	No	X
Immigration Dept Data Collection Form	X	X	X	X
Leave form (dean signature)	X	X	X	X
Leave form (dpch signature)	X	X	X	X
Leave form (faculty signature)	X	X	X	X
Letter of application	X	X	X	X
Letter of declined work	X	X	X*	X
Letter of resignation	X	X	X*	X
Letter of retirement	X	X	X*	X
Letters of recommendation	X	X	X†	X
Memos to approve change in rank	X	X	X	X
Memos to approve change in salary	X	X	X	X
Memos to approve increase in FTE	X	X	X	X
Notification of intent to return to work	X	X	X*	X
Range Elevation applicant signature	X	X	X	X
Release authorizing reference check	X	X	No	X
SC-1	X	X	No	X
Special Consultant form	X	X	Adobe e-signature	X
Substitute Faculty form	X	X	X	X
Teaching Associate Description of Duties	X	X	No	X
Terms & Conditions	X	X	No	X
Volunteer form (volunteer signature)	X	X	No	X
Volunteer form (dept/college signature)	X	X	X	X
Original Wet Signature:				
Self explanatory				
Other Electronic Signature:				
Signature Picture, Word signature, Adobe e-signature, email from assigned SJSU email or other Psoft Email				
* must be from a verified SJSU email or other Psoft email				
† must be from a university/work email				