

**Via Electronic Mail****MEMORANDUM**

**Date:** April 8, 2020

**To:** Department, College and University RPT Committees

**From:** Seval Yildirim, Associate Provost for Faculty Affairs and Development

**Re:** Electronic signatures on RPT committee reports

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Dear Colleagues:

I write to address the electronic signature process for RPT reports. As we are all operating remotely, it is no longer feasible to obtain wet signatures for the RPT reports. Consequently, I ask that you follow the below 3 step process for (dis)approving committee reports on RPT files:

1. Committee finalizes the report on an RPT application in electronic form.
2. Committee chair circulates the committee report to all members of the committee with a copy to me at [seval.yildirim@csusb.edu](mailto:seval.yildirim@csusb.edu), Cassandra Walls at [Cassandra.Walls@csusb.edu](mailto:Cassandra.Walls@csusb.edu) and the Office of Faculty Affairs and Development at [FacultyAffairsandDevelopment@csusb.edu](mailto:FacultyAffairsandDevelopment@csusb.edu)
3. Each committee member responds by email, stating either “I agree” or “I disagree” indicating whether they agree to “signing” the report.

My office will accept this email exchange in lieu of wet signatures during this Spring quarter, given that we are operating under unexpected circumstances.

Some of you have inquired whether you should be mailing hard copies of the reports to each other or to my office. Please do not mail any hard copies of reports to each other or to my office. All my office staff are operating remotely and we do not have staff to collect mail in our office. Please simply stick to the above described electronic process. If you have any questions or concerns, please let me know.

Thank you all very much for serving on the department, college and the University RPT committees.

Sincerely,



Seval Yildirim  
Associate Provost for Faculty Affairs and Development