



Faculty Name:			
<p>In May 2013 the FGSR Council approved the delegation of authority for decision making and secondary approval in certain areas to the Departments and the Dean of the Departmentalized Faculty.</p> <p>Complete this form with signatures to indicate the Departmentalized Faculty authorization to sign documents related to graduate programs. Please return by email (<a href="mailto:grad.admissions@ualberta.ca">grad.admissions@ualberta.ca</a>).</p> <p>If only one person has signing authority from the Departmentalized Faculty then arrangements should be made for an alternate during periods when the authorized person is absent from campus.</p>			
<b>Role:</b> <ul style="list-style-type: none"> <li>• <b>Dean</b></li> <li>• <b>Other Delegated Signing Authority</b></li> <li>• <b>Faculty Administrator Contact</b> (*Administrators who will use GSMS will require access to be set up in GSMS. Your role in GSMS should be comparable to the roles outlined on this form. This access is controlled by IST, please contact IST or FGSR for details. An Administrator should not sign off on Awards decisions if they are *not* listed on a DSA form with those delegated authorities.)</li> </ul>			
Date (MMM DD,YYYY)	<input type="radio"/> Add <input type="radio"/> Delete	Role <input type="radio"/> Dean <input type="radio"/> Other Delegated <input type="radio"/> Faculty Administrator Contact	
Name	Signature	Email (CCID@ualberta.ca)	Phone
Date (MMM DD,YYYY)	<input type="radio"/> Add <input type="radio"/> Delete	Role <input type="radio"/> Dean <input type="radio"/> Other Delegated <input type="radio"/> Faculty Administrator Contact	
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Name	Signature	Email (CCID@ualberta.ca)	Phone

Indicate which boxes require Faculty Signing Authority. Boxes that have not been checked indicate that the Department has delegated authority.

- Appointment of Supervisor(s) and Supervisory Committee Form
- Notice of Examining Committee and Examination Date Form
- Approve External Reader or Examiner for Final Doctoral Oral Exam Form
- Awards Nominations

Please note: FGSR will send this form for an annual update each May/June. However, should you have changes between the time of submission and the annual update, please send changes to [grad.admissions@ualberta.ca](mailto:grad.admissions@ualberta.ca).