**West Chester University of Pennsylvania**

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**FACULTY APPOINTMENT**

Process this form for all faculty appointments except rollovers. A contract will not be issued unless the following items are submitted with this form:

|  |  |
| --- | --- |
| ❒ Vacancy # \_\_\_\_\_\_\_\_\_\_\_\_ | ❒ Curriculum vitae |
| ❒ Temp Faculty Hiring Form (Non-Advertised positions only) | ❒ Transcripts (highest degree earned – must have original) |
| ❒ Statement of expectations/Job description | ❒ Letters of recommendation (if requested) |
| ❒ Reference check (Explanation: noting caller, date, and substance of discussion) |
| 1. Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. SAP Cost Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3. Comp. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
| 5. Appointment Information:  | Courses to be taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Recommended Rank & Step: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean’s Authorization: Rank and Step \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean’s Initials \_\_\_\_\_\_\_\_\_\_ |
| ❒ Tenure Track | ❒ Fall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cr. hrs.) | ❒ First \_\_\_\_\_\_\_\_\_\_\_\_\_ (cr. hrs.) |
| ❒ Temporary | ❒ Winter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cr. hrs.) | ❒ Second \_\_\_\_\_\_\_\_\_\_\_\_\_ (cr. hrs.) |
| ❒ Rehire | ❒ Spring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cr. hrs.) | ❒ Third \_\_\_\_\_\_\_\_\_\_\_\_\_ (cr. hrs.) |
| ❒ Regular Part Time |  |  |
| 6. Approval by the Academic Department certifies that the candidate meets department criteria regarding fluency in the English language as required by law. The certification is based on (please indicate): |
| ❒ Personal Interview | ❒ Observation | ❒ Publications |
| ❒ Professional presentation | ❒ Other (specify) |  |
| 7. Reason for Appointment: |  |  |
| ❒ Sabbatical replacement | ❒ Leave of absence replacement | ❒ Sick/Family leave replacement |
| ❒ Replacement for faculty with administrative AWA | ❒ Replacement for faculty receiving grant AWA | ❒ Enrollment driven |
| ❒ Replacement of retiree | ❒ Resignation of replacement | ❒ Other |
| Approvals: |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Search Chair **\*** | Date | Dean | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Department Chair **\*** | Date | Provost(TT and RPT hires only) | Date |
| **\*\* By signing, Chair is confirming degree held matches required degree****\*\* International degrees require equivalency evaluation** |

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