



West Chester University of Pennsylvania FACULTY APPOINTMENT AUTHORIZATION

Process this form to request approval to offer position to a candidate. Attach a copy of the Social Equity Compliance Report.

APPROVAL BY THE SOCIAL EQUITY DIRECTOR AND THE DEAN IS REQUIRED PRIOR TO ANY VERBAL OFFER OF EMPLOYMENT.

1 Department: _____ 2 SAP Cost Center: _____

3 Comp. #: _____

4 Tenure Track or Temporary

5 Search Code #: _____ (From approved Faculty Recruitment Authorization Form which was returned to department)

6 Recommended candidate:

Name: _____

Rank/Step: _____

7 Recommended by:

Search Chair Date

Department Chair Date

8 _____
Social Equity Director Date

Comments:

9 Dean's Authorization:

R/S _____ Initials _____

10 _____
Dean Date

Comments:

cc: Department Chair