



West Chester University of Pennsylvania 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:

- | | |
|--|---|
| <input type="checkbox"/> Faculty Recruitment Authorization | <input type="checkbox"/> Curriculum vitae |
| <input type="checkbox"/> Faculty Appointment Authorization | <input type="checkbox"/> Undergraduate/Graduate transcripts |
| <input type="checkbox"/> Statement of expectations/Job description | <input type="checkbox"/> Letters of recommendation (if requested) |
| <input type="checkbox"/> A report of Departmental checks on the past record of the candidate (Explanation: noting caller, date, and substance of discussion) | |
| <input type="checkbox"/> Signed copy of Social Equity Compliance Report | <input type="checkbox"/> Faculty Position Verification |

1 Department: _____ 2 SAP Cost Center _____ 3 Comp. #: _____

4 Name: _____ WCU ID# (if new hire: Soc. Sec.#): _____
 Birthdate: _____

5 For catalog listing, please list degree/institution/date of degree:

6 Appointment Information: Courses to be taught: _____
 Recommended Rank & Step: _____ Effective Date: _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Tenure Track | <input type="checkbox"/> Fall _____ (cr. hrs.) | <input type="checkbox"/> First _____ (cr. hrs.) |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Spring _____ (cr. hrs.) | <input type="checkbox"/> Second _____ (cr. hrs.) |
| <input type="checkbox"/> Rehire | | <input type="checkbox"/> Third _____ (cr. hrs.) |
| <input type="checkbox"/> Regular Part Time | | |

7 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):

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Personal Interview | <input type="checkbox"/> Observation | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Professional presentation | <input type="checkbox"/> Other (specify) | |

8 Reason for Appointment:

- | | | |
|--|--|--|
| <input type="checkbox"/> Sabbatical replacement | <input type="checkbox"/> Leave of absence replacement | <input type="checkbox"/> Sick/Family leave replacement |
| <input type="checkbox"/> Replacement for faculty with administrative AWA | <input type="checkbox"/> Replacement for faculty receiving grant AWA | <input type="checkbox"/> Enrollment driven |
| <input type="checkbox"/> Replacement of retiree | <input type="checkbox"/> Resignation replacement | <input type="checkbox"/> Other |

Approvals:

_____	Date	_____	Date
Search Chair		Dean	
_____	Date	_____	Date
Department Chair		Provost	

cc: Human Resources, Social Equity, APSCUF