**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** | | | | | | | | | | | | | | |

\Rev 01/17

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