West Chester University of Pennsylvania





☐ Vacancy #			☐ Cu	☐ Curriculum vitae		
☐ Signed copy of Social Equity Compliance Report			☐ Tr	☐ Transcripts (highest degree earned – must have original)		
☐ Statement of exp	escription	Letters of recommendation (if requested)				
☐ Reference check	(caller, date, and	d notes of discu	ussion)			
1. Department		2. SAP Cost Center		3. Comp. #:		
4. Name:					(rehires only)	
5. Appointment Information:		Courses to be taught:				
Recommended Rank	& Step:		Effec	ctive Date:		
Dean's Authorization	Rank and Step		Dear	n's Initials		
☐ Tenure Track	☐ Fall		_ (cr. hrs.)	☐ Summer -I	First	(cr. hrs.)
	— \\\':+		(cr. hrs.)	☐ Summer- S	Second	(cr. hrs.)
□ Temporary	□ winter		_ ` ′			
☐ Temporary ☐ Rehire ☐ Regular Part Tim	☐ Spring			☐ Summer-		(cr. hrs.
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☐ Rehire ☐ Regular Part Tim 6. Approval by the Acad English language as re ☐ Personal Intervie ☐ Professional pres 7. Reason for Appointm ☐ Sabbatical replacement for administrative A ☐ Replacement of	Springe emic Departmen equired by law. T w sentation ent: ement faculty with WA retiree	Leave of grant A	the candidatis based on Observation Other (spectable) absence rement for factors	Summerate meets depart (please indicate on ecify)	rtment criteria rete): Publication Sick/Family Enrollment	egarding fluency in t ns leave replacement

Rev 10/13

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^{**} International degrees require equivalency evaluation