**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:

|  |  |
| --- | --- |
| ❒ Curriculum vitae | ❒ Transcripts (highest degree earned – must have original)\*\* |
| ❒ Statement of expectations/Job description | ❒ Letters of recommendation (if requested) |
| ❒ Reference checks (Explanation: note caller, date, and substance of discussion)❒ Completed hiring form for non-advertised positions (if position was not posted) |
| 1. **Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. **SAP Cost Center** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 3. **Comp. #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 5. **WCU ID#:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rehires only) |
| 6. **Primary Work Location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8**. Appointment Information**:  |  7. **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 |  |  |
| 9. **Sessions Information:** ❒ Full semester ❒ Session 1 ❒ Session 2 ❒ Dynamic Dating:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10**. Chair’s Certification of Department Vote:** I certify that a department vote was held:\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair’s Initials)11**. English Fluency in Higher Ed Act Certification:** 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:  |
| ❒ Personal Interview | ❒ Observation | ❒ Publications |
| ❒ Professional presentation | ❒ Other (specify)\_\_\_\_\_\_\_\_\_ |  |
| 12. **Reason for Appointment:** | ❒ Enrollment driven | ❒ Replacement of Faculty Member |
| If Replacement:  |  |  |
| Name of Faculty Replaced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Replacement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| 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 4/18