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

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