West Chester University of Pennsylvania





Complete items 1-10 for <u>ALL</u> faculty appointments					DEAN'S USE ONLY
1. Department:	2. SAP Cost Center:			Auth R/S: Comp #:	
3. Name:		4. WC	U ID#:		(if not NEW)
5. Primary Work Location:		6. Recon	nmended Ran	k & Step:	
7. Type and Term(s): Tenure Track Temporary Regular Part time 	Term/Year:	🗖 Winter	20	 Summer I Summer II Summer Post 	20
8. Sessions Information:	🗖 Full semester 🛛 S	Session 1	Session 2	🗖 Dynamic D	ating:
9. Chair's Certification of Department Vote: I certify that a department vote was held: (Chair's initials)					
10. Reason for Appointment:	Enrollment driven	Replacement of Faculty Member. If so: Name of Faculty Replaced:			
Complete items 11 and 12 for <u>NEW and REHIRED (had a break in service) faculty ONLY</u>					

REHIRE. Last semester worked: ______

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:

12. Complete and attach the following items:			
A. Statement of Expectations	See attached - must be updated every time		
B. Temp Fac Hire Form for Non-Advert Positions	See attached - must be updated every time		
	(please check one for each item below)		
C. <u>Curriculum vitae</u>	See attached	Already on file - no changes	
D. <u>Transcripts</u> highest degree earned – must have original**	See attached	Already on file - no changes	
E. Letters of recommendation (if requested)	See attached	Already on file - no changes	
F. <u>Reference check</u> – note caller, date, points of discussion	See attached	Already on file - no changes	
G. Faculty Bio Demo	See attached	Already on file - no changes	

* By signing, Chair is receiving transcript directly and confirming degree held matches required degree **International degrees require equivalency evaluation

Search Chair / Date

Dean/Date

Department Chair / Date

Provost/Date (TT and RPT hires only)