# West Chester University of Pennsylvania

## FACULTY HIRING REQUEST

**Complete items 1-10 for <u>ALL</u> faculty appointments**

1. **Department:** _____   2. **SAP Cost Center:** _____

3. **Name:** _____   4. **RAMNET ID#:**_____ (if not NEW)

5. **Primary Work Location**: _____   6. **Recommended Rank & Step**: _____

7. **Type and Term(s):**

| | | | | | |
| --- | --- | --- | --- | --- | --- |
| Tenure Track | Term/Year: | Fall | 20____ | Summer | 20___ |
| Temporary | | Spring | 20____ | Winter | 20___ |
| Regular Part time | | | | | |

8. **Sessions Information**:   Part of Term: _____

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: _____
Reason for replacement:  _____

**Complete items 11 and 12 for <u>NEW and REHIRED (had a break in service) faculty ONLY</u>**

**NEW**   **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. <u>Statement of Expectations</u> | See attached - must be updated every time | |
| B. <u>Temp Fac Hire Form for Non-Advert Positions</u> | 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. <u>Letters of recommendation</u> (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 |

\* 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)