

FACULTY HIRING REQUEST

Complete items 1-10 for ALL faculty appointments

DEAN'S USE ONLY
Auth R/S:
Comp #:

- 1. Department:
2. SAP Cost Center:
3. Name:
4. WCU ID#:
5. Primary Work Location:
6. Recommended Rank & Step:
7. Type and Term(s):
8. Sessions Information:
9. Chair's Certification of Department Vote:
10. Reason for Appointment:

Complete items 11 and 12 for NEW and REHIRED (had a break in service) faculty ONLY

- NEW
REHIRE. Last semester worked:

- 11. English Fluency in Higher Ed Act Certification:
Personal Interview
Observation
Publications
Professional presentation
Other :

12. Complete and attach the following items:

- A. Statement of Expectations
B. Temp Fac Hire Form for Non-Advert Positions
C. Curriculum vitae
D. Transcripts
E. Letters of recommendation
F. Reference check
G. Faculty Bio Demo

* 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)