

TO BE COMPLETED BY THE OFFICE OF THE DEAN

Dept. Name:		School:	
Name of Appointee:			Extension:
Appointment Type: <i>(choose one)</i>			
<input type="checkbox"/> New Appointment	<input type="checkbox"/> Renewal of Current Appointment		
Appointment Term: <i>(choose one)</i>			
<input type="checkbox"/> Academic Year Appointment – Job Code 2482			
<input type="checkbox"/> 12 Month Appointment – Job Code 2481 <i>(Requires Provost Preapproval)</i>			
First Semester in Appointment:	<input type="checkbox"/> Fall:	<input type="checkbox"/> Spring:	<input type="checkbox"/> Other:
Final Semester in Appointment:	<input type="checkbox"/> Fall:	<input type="checkbox"/> Spring:	<input type="checkbox"/> Other:
<i>Standard Department Chair appointment is a three-year term. If less than three years, please explain:</i>			
Assignment for Appointment:			
Chair Assignment	<input type="checkbox"/>	<i>(Standard Chair Assignment: 25%, 33%, 50%, 67%, or 75%)</i>	
Faculty Assignment	<input type="checkbox"/> +		
	<input type="checkbox"/> =	<i>(Must equal 100%)</i>	

TO BE COMPLETED BY DEAN

Consistent with the CSU-CFA Collective Bargaining Agreement (CBA), the process of appointing or reappointing a Department Chair begins at the department level. In the last semester of a Chair's three-year term, the department recommends one or more candidates for the position by a vote of the department faculty. The department recommendation is communicated in email or hard-copy memorandum from the current department Chair to the School Dean, with copies to all department members.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Departmental Recommendation Received?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Departmental Recommendation Approved?
If no, please explain:		
Dean Signature:		Date:

TO BE COMPLETED BY AVP FACULTY AFFAIRS

AVP Faculty Affairs Signature:	Date:
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FACULTY AFFAIRS USE ONLY *cc: Personnel Action File*

<input type="checkbox"/> Appointment Letter Completed:	<input type="checkbox"/> Entered into COS:
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INFORMATION ABOUT THE USE OF THIS FORM

This form is to be used for the initial appointment and the renewal of a Department Chair.
The department recommendation is communicated in email or hard-copy memorandum from the current department Chair to the School Dean with copies to all department members.
April 1: The Dean is responsible for completing the "Department Chair Appointment Form" and sends it to Faculty Affairs no later than April 1 st . <i>(If date falls on a weekend or holiday, the deadline moves to the following Monday.)</i>
In the rare case where the Dean cannot support the department's recommendation, the Dean will confer with the department to attempt a mutually acceptable resolution before communicating the Dean's recommendation to Faculty Affairs.
The AVP for Faculty Affairs signs the appointment form. Faculty Affairs prepares the letter of appointment for the Provost to sign and copies the Dean.
The original form is placed in the faculty member's PAF.

COMPLETE FIELDS AS FOLLOWS

Dept. Name	Department where chair will sit.
School	School which above Department is a part of.
Name of Appointee	Name of person being appointed to chair, as it is written in PeopleSoft.
Extension	Phone extension of person being appointed to chair.
Appointment Type	Choose one: New Appointment <i>or</i> Renewal of Current Appointment If an appointee has been a chair previously, but is not currently, please choose New Appointment.
Appointment Term	Choose one: Academic Year Appointment – Job Code 2482 <i>or</i> 12 Month Appointment – Job code 2481 <i>(Requires Provost Preapproval)</i> <i>12 Month appointments are the exception and require preapproval from the Provost.</i>
First Semester in Appointment	The semester (ex: Fall 2020) the appointment will begin.
Final Semester in Appointment	The semester (ex. Spring 2023) the appointment will end.
Assignment for Appointment	Enter the percentage of time for the chair position <i>(Standard Chair Assignment: 25%, 33%, 50%, 67% or 75%)</i> and the percentage of teaching time. These should add up to 100%.

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)
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