

TO BE COMPLETED BY THE OFFICE OF THE DEAN					
Name:			College:		
Department(s):					
Appointment Type: <i>(choose one)</i>					
New Appointment			Renewal of Current Appointment		
Appointment Term: <i>(choose one)</i>					
Academic Year Appointment – Job Code 2482					
12 Month Appointment – Job Code 2481 <i>(Requires Provost Preapproval)</i>					
First Semester in Appointment:		Fall:	Spring:	Other:	
Final Semester in Appointment:		Fall:	Spring:	Other:	
<i>Standard Department Chair appointment is a three-year term. If less than three years, please explain:</i>					
Assignment for Appointment:					
Chair Assignment		<i>(Standard Chair Assignment: 25%, 33%, 50%, 67%, or 75%)</i>			
Faculty Assignment	+				
	=	<i>(Must equal 100%)</i>			

TO BE COMPLETED BY DEAN					
<p>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 tenured and probationary faculty, unless the latter have voted in the current year to include temporary faculty in departmental votes, consistent with University Policy titled "Role of Lecturers in Departmental Governance." The department recommendation is communicated in email or hard-copy memorandum from the current department Chair to the Dean, with copies to all department members.</p>					
<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:

FACULTY AFFAIRS USE ONLY	
Appointment Letter Completed:	Entered into COS:

*cc: Personnel Action File*

**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 Dean with copies to all department members.
<b>April 1:</b> The Dean is responsible for completing the “Department Chair Appointment Form” and sends it to Faculty Affairs no later than April 1 <sup>st</sup> . <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**

<b>Dept. Name</b>	Department(s) where chair will sit.
<b>College</b>	College which above Department is a part of.
<b>Name of Appointee</b>	Name of person being appointed to chair, as it is written in PeopleSoft.
<b>Appointment Type</b>	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.
<b>Appointment Term</b>	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>
<b>First Semester in Appointment</b>	The semester (ex: Fall 2024) the appointment will begin.
<b>Final Semester in Appointment</b>	The semester (ex. Spring 2027) the appointment will end.
<b>Assignment for Appointment</b>	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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