**ACADEMIC ADMINISTRATOR / ACADEMIC COORDINATOR**

|  |
| --- |
| **JPF** |

Appointment Cover Page

Approval must be obtained for establishing the position before proceeding with Appointment Dossier

**NAME**:       **DEPARTMENT**:

(last name, first)

**Recommended Rank:**  **Step:**

**Recommended Annual Rate:** $      **Monthly Rate:** $       **Percent of Time:** %

**Effective Date:**       to

(Term can be from 1-3 years based on the availability of funds; end date must not surpass the next merit review effective date.)

**Select one category and include all documents:** (original and 1 copy)

|  |  |  |
| --- | --- | --- |
| Appointment Dossier with a **Full Search:** | **OR** | Appointment Dossier with a **Waiver of Search** Request: |
| Department Assessment | | Waiver of Search with Appointment Request included in Department Assessment   * Addressed to Vice Chancellor * Rank, step, salary, percent of time, and effective date in 1st paragraph * Qualifications to justify the waiver and appointment   Letters   * List of individuals solicited with a brief description of the referees * Department's sample solicitation letter with statement of confidentiality * Evaluation letters, stamped and numbered |
| Letters   * List of individuals solicited with a brief description of the referees * Department's sample solicitation letter with statement of confidentiality * Evaluation letters, stamped and numbered | |
| CV | | CV |
| Job Description | | Job Description |
| Organizational Chart | | Organizational Chart |
| UC Recruit Search Report | | UC Recruit Search Report (up through and including the Applicant Disposition) |
| Other Items (*optional*, in envelope or box) | | Other Items (*optional*, in envelope or box) |
| Email Cover Page to Luskin Analyst | | Email Cover Page to Luskin Analyst |

**DEAN'S ACTION: DATE:**

**Vice-Chancellor’s ACTION:**

The VC has approved the proposed action

The VC has approved the following action:

**DEPARTMENT’S ACTION:**

After receiving approval, e-mail the Luskin analyst a PDF copy of the Chair’s appointment letter addressed to the candidate. Reflect approved rank, step, salary, percent of time, term of appointment, and *ipso facto* statement.