**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
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 |
| [ ]  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.