

PLEASE COMPLETE IN DUPLICATE

THE CATHOLIC UNIVERSITY OF AMERICA  
WASHINGTON, D.C. 20064

Application for Faculty Appointment

This form is to be used by applicants for appointment to faculty rank. For appointment at the rank of Associate Professor or Ordinary Professor, two copies of each publication listed on page 4 must be supplied by the candidate and submitted with this form. Requirements for appointment to the various academic ranks are defined in the *Faculty Handbook*, Part II: Section D. Please submit two copies of this form and include a copy of the file if you completed an electronic version of this form. **Finally, please attach an official transcript from the institution that granted your highest degree.**

The Dean should forward the completed forms and supporting documents to the Vice Provost and Dean of Graduate Studies or to the Provost, as appropriate.

SECTION I  
APPLICATION

To be completed by the Candidate

1. Name of Candidate
2. Proposed Rank
3. Department
4. School
5. Home Address
6. Date of Birth
7. Place of Birth
8. Citizenship\*
9. Marital Status
10. Religion
11. S.S. #

\*If the candidate does not hold United States citizenship, any forthcoming appointment is expressly conditioned on the appointee presently having and maintaining during the term of the appointment a nonimmigrant or immigrant visa status approved by the United States Immigration and Naturalization Service, which permits the appointee to perform his employment obligations under the terms of the appointment. It is the candidate's responsibility to obtain such approval.

12. Education (College and University)

Institution	Years Attended	Degree	Date of Degree

13. Title of Doctoral Dissertation, Name of Major Professor (Director), Date of Oral Defense, and, if applicable, Publication Information

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14. College or University Faculty Experience:

Institution	Date of First Appointment	Rank	FT/PT	From	To

15. An appointment probationary for tenure is subject to renewal up to seven years. Any service beyond the first year as a full-time Visiting faculty member at The Catholic University of America will be included in the seven-year period.

\_\_\_\_\_ I have served more than one year as a Visiting faculty member at The Catholic University of America, which qualifies for inclusion in the probationary period.

\_\_\_\_\_ I do not have previous service as described above.

16. Professional and Research Experience:  
(Please provide a summary of professional experience giving employer, position, and dates of employment. Summarize research experience by giving description, dates, and sponsorship.)

17. Membership and Offices in Learned or Professional Societies:

18. Awards and other distinctions:

19. Publications/Professional Products: (List all publications/products submitted with this application, giving complete reference data and co-authors. Assign a number to each publication/product and affix this number to the reprint or copy of the publications submitted with the application.)

20. Appraisal of Publication/Product. [State briefly the nature of contribution of each. Attach reviews or critiques (not abstracts), if applicable. Duplicate this page as necessary]

Publication No.  Title

Author(s)

Published in/by

Candidate's Appraisal of Contribution:



Evaluation:

Department Chair:

Signature of Department Chair

School Committee on Appointments and Promotions:

Signature of Committee Chair

21. Teaching Experience:

- a. If you have teaching experience in a college or university as an instructor or teaching assistant, please attach a list containing the titles of courses taught, the institution at which they were taught, and a brief description of the course content. If teaching experience exceeds three years, list only those courses taught in the most recent three-year period. If available, attach evaluations of the courses.

\_\_\_ Please check here if you have no higher education teaching experience.

- b. If you have experience directing dissertations or theses, please list on a separate sheet below the titles of those for which you have been the major professor. If your experience in directing exceeds three years, list only those that you have directed during the most recent three-year period.

\_\_\_ Please check here if you have no experience directing dissertations or theses.

- c. List below contributions to teaching which you consider important (e.g., title and description of published or unpublished instructional material, description of major curriculum reorganization, introduction of new courses, awards or citations for outstanding or extraordinary teaching, etc.). Give date(s) of each contribution.

22. Describe your contributions to your field or profession that you wish to be considered as "equally important service."

Date

Signature of Candidate



4. If adjunct appointment is sought, please indicate duties.

5. If any unusual circumstances are associated with this appointment, please describe these circumstances below.

6. For appointment to the rank of Ordinary Professor, list below the names and affiliations of persons outside the University who have attested to the scholarly or professional reputation of the candidate. Attach to this application correspondence associated with outside evaluation of the candidate.

Name	Institution

Effective Date of Appointment:

The appointment recommended herein is to become effective

Signature of Dean/ Chair /Date

SECTION III  
RECORD OF VOTES

Note 1: Each reviewing body must keep minutes and other pertinent records arising from its deliberations. If the decision is negative, the minutes must include factors considered in the discussion. In the interest of expediting the process the minutes are not ordinarily forwarded to the next reviewing body but, if requested, the pertinent sections of the minutes must be made available. (*Faculty Handbook, Part II-C-3, .074*).

Note 2: The votes of Ordinary Professors in departmental and school reviews are taken concurrently with those of all Senior Faculty but are recorded separately. For this purpose, Ordinary Professors who wish to have their vote recorded separately shall designate their rank on the ballots. (*Faculty Handbook, Part II-C-3, .073*).

**I. Action by the Faculty** (cf. *Faculty Handbook, Part II-C-6, .080, .081, .083 and .084*).

Departmentalized Schools

- Senior Faculty of the Department For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_
- Ordinary Professors of the Department For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_  
(Must be recorded anytime an Ordinary Professor designates her or his rank on a ballot)

*If appointment is at the rank of Associate Professor or Ordinary Professor:*

- Senior Faculty of the School For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_
- Ordinary Professors of the School For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_  
(Must be recorded anytime an Ordinary Professor designates her or his rank on a ballot)

I endorse  the appointment contained herein.

I do not endorse

Signature of Department Chair /Date

Non-Departmentalized Schools

- Senior Faculty of the School For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_
- Ordinary Professors of the School For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_  
(Must be recorded anytime an Ordinary Professor designates her or his rank on a ballot)

**II. Committee on Appointments and Promotion of the School**

1. The following publications meet the minimum requirements for the appointment at the specified rank: (Give numbers assigned by the candidate.)
2. Please rate the candidate’s performance or potential with respect to others of similar experience and rank on the following:

	Satisfactory	Good	Outstanding
Teaching			
Scholarship/Research			
Service			

3. Give below any comments or additional information that the Committee feels is pertinent to this application.

4. Record of Votes

All Schools

- Committee on Appointments and Promotion For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_

I endorse  the appointment contained herein.

I do not endorse

Signature of Dean /Date

**III. Academic Senate** (Only for appointments at the rank of Associate Professor or Ordinary Professor)

• Committee on Appointments and Promotion For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_

• Academic Senate For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_

Signature of Vice Provost /Date

**IV. President**

• Approve \_\_\_\_ Disapprove \_\_\_\_

Signature of President/Provost

Date