

# TEACHING OR ADMINISTRATIVE APPOINTMENT/REAPPOINTMENT REQUEST (TARR)

(Refer to Reference Matrix for Teaching Appointments for more Information)

## SECTION I. EMPLOYMENT

Appointment ☐ Reappointment ☐ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Revised Appointment ☐ Explain: \_\_\_\_\_

Candidate: \_\_\_\_\_

Office Space: *It is the Chair's responsibility to provide office space as needed.*

<b>Pre-Six Year Lecturer</b> <input type="checkbox"/> Total Quarters <i>(Include qtrs. proposed)</i>	<b>Lecturer Continuing Appointee Augmentation</b> <input type="checkbox"/> % of Augmentation _____	<b>WOS Adjunct Professor (APM 280)</b> Asst. <input type="checkbox"/> Assoc. <input type="checkbox"/> Full <input type="checkbox"/> <small>(Contact the Dean's Office for Percent Paid Appointments)</small>	<b>Visiting Professor (APM 230)</b> Asst. <input type="checkbox"/> Asst. <input type="checkbox"/> Asst. <input type="checkbox"/>
<b>Professor Recall (APM 200)</b> Asst. <input type="checkbox"/> Assoc. <input type="checkbox"/> Full <input type="checkbox"/> Justification for appt. attached: <input type="checkbox"/> Yes		<b>Academic Coordinator (APM 375)</b> Level: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Org. Chart Attached <input type="checkbox"/> Job Description Attached <input type="checkbox"/>	

**Associates In APM 410**  
*(Complete and attach documentation)*

Most Recent Teaching Eval's./Evidence \_\_\_\_\_

Associate Ins conduct the entire instruction of a Lower Division Course (requires advance approval from Committee on Courses in order to teach an upper division course; Regulations of the Academic Senate, Pars. 1220,1222.). Associate Ins must be enrolled in a minimum of 12 units, maintain a minimum GPA of 3.25, and have a master's degree or equivalent education and training. Appointments are limited to no more than 12 quarters (18 by exception) in any combination of TA, TF, or AI appointment)

Number of Units Enrolled:	GPA:	Total Quarters: <i>(Include quarters proposed)</i>	Highest Degree:	Exceptions: <i>(If applicable)</i> <input type="checkbox"/>
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Percent of Appointment <input type="checkbox"/> <b>Check if WOS appointment.</b>	Salary at 100% \$ _____ <input type="checkbox"/> <i>Check WOS if applicable.</i>	Annual <input type="checkbox"/> Monthly <input type="checkbox"/> UC Bio form attached. <input type="checkbox"/>	CV or Bibliography attached. <input type="checkbox"/>
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Most Recent Teaching Evaluations/Evidence	Reference Ltrs.-Appt's Only	Highest Degree	Waiver Request(s)
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	COURSE NAME AND NUMBER	RESPONSIBILITIES	IWCS <i>(Lecturers Only)</i>
F			
W			
SP			

**DEPARTMENT VOTE (1) or EXPLANATION of MEANS by which FACULTY were CONSULTED (2) is required on appointment and reappointment. Excludes Part-time Lecturer, Continuing Appointee Augmentation, and Associate In\_ appointments.**

1)Record Vote of all those eligible to vote (electronic vote okay)	#Eligible	#For	#Against	#Abstain	#Absent
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2)Provide Explanation of Means by which Faculty were Consulted:

Chair:	Date:	Department FAO:	Date:
Dean Abbaschian: <i>(Full V. Professors &amp; Exceptions)</i>	Date:	VPAP Walker: <i>(Full V. Professors &amp; Exceptions)</i>	Date:

## SECTION II. RECRUITMENT *(Refer to UCR Academic Recruitments Search and Search Waiver Requirements)*

·A GUIDELINE TWO SEARCH is required for all initial part-time or full-time lecturer and paid adjunct appointments (unless self-funded or transferring from a senate title), as well as for full-time V. Professor appointments that are for one year or more. Academic Coordinator appointments require a Guideline One Search if appointed on an indefinite basis or a Guideline Two Search for all other appointments when it is apparent that the appointment will be for at least two years (cumulative years apply).

·If applicable, please complete a guideline two search plan and forward to the Dean's office before forwarding the appointment request form. If requesting a waiver, complete Section I of this form, attach waiver request and forward to the Dean's office. Waivers are limited to no more than one year for paid adjunct and academic coordinator appointments and a maximum of three quarters for lecturers and visiting professor titles.

·If a GUIDELINE TWO SEARCH is not required at this time please complete Section I of this form.

·Permanent waivers may be requested if appointment is part of a spousal hiring package and/or if part of an initial complement package. If applicable, complete Section I of this form, attach waiver request and documentation, and forward to the Dean's office.

## TO BE COMPLETED BY DEAN'S OFFICE ONLY

Date Permanent Search Waiver Approved:	Date 3-month Waiver Approved	Search Completed? Yes ____ Not Required ____	Dean's Office Staff Name (Print)	Dean's Office Staff Signature (& Date)
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