



COLLEGE OF THE ENVIRONMENT
Appointment Packet Cover Sheet
Endowed Professorship or Chair

Please complete, print and forward applicable documentation and checklist to:
CoENV Dean's Office, Box 355355.

APPOINTMENT TYPE

- Initial Appointment / New Endowment
 Reappointment

APPOINTEE INFORMATION

Appointee Name			
Appointing Unit			
Name of Endowment			
Name of Professorship/Chair			
Budget #		Appointment Term	
Appt Start Date		Appt End Date	

UNIT CONTACT

Contact Name			
Box #		Phone #	
Email			

SELECTION COMMITTEE VOTE (if applicable)

Yes		Abstain		TOTAL	
No		Absent			

COMMENTS/SPECIAL INSTRUCTIONS

REQUIRED ATTACHMENTS

For ALL APPOINTMENTS:

- This signed cover sheet
- Letter of recommendation requesting the appointment
- Selection Committee Report (if applicable)
- Candidate's CV
- Copy of Endowment Agreement
- Completed AHR [Professorship Chair Checklist](#)

Additional attachments for INITIAL/NEW ENDOWMENT:

- 1-2 paragraph biography highlighting qualifications of candidate

Additional attachments for REAPPOINTMENT:

- 1-2 paragraph biography highlighting accomplishments during the prior endowment; also include a forward-looking education and research statement

APPROVALS

Chair/Director Signature _____	Date _____
Dean Signature _____	Date _____