* Fill in the faculty member’s name as it appears or would appear in PeopleSoft.
* The appropriate box is checked indicating a coterminous or not coterminous appointment. Coterminous appointments are not common except in the Research Line (box 1), and sometimes with appointments at the VAPAHCS (box 2).
* The form has been signed by the Chair of the primary department.
* If the candidate holds joint, secondary, or courtesy appointments in other departments, the form must be signed by the Chair of **each additional department**. If the candidate holds a joint or secondary appointment, the joint or secondary department’s review body will likely need to review and vote on the action. Coordinate with the FAA in the joint or secondary department as early as possible to orchestrate timely review and avoid delays.
* If the candidate holds joint, secondary, or courtesy appointments in other Schools, such as the School of Engineering, the primary department understands the need for the form to be signed by the Chair of the department and the Dean of the School.

**\*ALL SIGNATURES SHOULD NORMALLY BE OBTAINED PRIOR TO SUBMITTING THE FINAL, COPIED FORM TO THE OFFICE OF ACADEMIC AFFAIRS FOR COMMITTEE REVIEW**.