

TO BE COMPLETED BY SEARCH COMMITTEE

Dept. Name:		Dept. #:
Position Title:		Req #:
Members of the search committee:		
<i>Chair</i>		
Candidates proposed for interviews:		

Temporary Pools Only: List candidates with prior SSU experience.	
Candidate Name:	Evaluate by PAF / PAF & Interview

Alternate Candidates:		

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
Search Committee Chair Signature:					Date:

TO BE COMPLETED BY DEAN

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
Dean Signature:					Date:

TO BE COMPLETED BY AVP FOR UNIVERSITY PERSONNEL

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
AVP University Personnel Signature:					Date:

INFORMATION ABOUT THE USE OF THIS FORM

This form is used for departmental and administrative approval of the proposed interview group for all faculty searches. It also serves to record the search committee membership and recruiting actions taken.

Do not contact candidates for interview until form has been approved.

COMPLETE FIELDS AS FOLLOWS

Dept. Name	Name of hiring department.
Dept. #	4 digit department number, as it is stated in PeopleSoft.
Position Title	Title of position as it is posted in the Position Opportunity Announcement (POA).
Req #	Requisition number of position as listed on the POA.
Members of the search committee	List the names of those serving on this search committee.
Candidates proposed for interviews	List names of those being proposed for interviews.
Temporary Pools Only	List candidates with prior SSU experience.
Candidate Name	Name of candidate with prior SSU experience.
PAF	Indicate if committee will be reviewing Personnel Action File (PAF).
Interview	Indicate if candidate will be interviewed
Alternate Candidates	Indicated candidates that qualify as alternates.

QUESTIONS/CONTACT

If you have any questions about completing this form, please contact Academic Personnel at academicpersonnel@sonoma.edu.