

TO BE COMPLETED BY SEARCH COMMITTEE

Department Name:		Department Number:	
Area of Specialization: <i>(optional)</i>			
Search Committee Chair Name:			
Search Committee Member Names:			
Recruitment Type: <i>(choose one)</i>			
<input type="checkbox"/>	Tenure-Track Instructional Faculty	<input type="checkbox"/>	Lecturer Pool
<input type="checkbox"/>	Librarian (Tenure-Track)	<input type="checkbox"/>	Librarian (Temporary)
<input type="checkbox"/>	Visiting Professor	<input type="checkbox"/>	Coaching Faculty
<input type="checkbox"/>	Other:		

Forms and Additional Materials:

<input type="checkbox"/>	Recruitment Strategy Description <i>(required)</i>
<input type="checkbox"/>	Criteria and Interview Questions <i>(required)</i>
<input type="checkbox"/>	Position Duties and Qualifications Form <i>(required)</i>
<input type="checkbox"/>	Ad Request Form: For any additional ads the department would like to post. <i>(Optional)</i>

Distribution of Notifications: *(Indicate notification choices below)*

Hiring Dept.	Faculty Affairs	Notification
<input type="checkbox"/>	<input type="checkbox"/>	Regrets to applicants who do not meet minimum qualifications.
<input type="checkbox"/>	<input type="checkbox"/>	Regrets to alternate applicants who were not chosen to interview.
<input type="checkbox"/>	<input type="checkbox"/>	Regrets to applicants who are interviewed, but not selected.
<input type="checkbox"/>	<input type="checkbox"/>	Notice to applicants when a position has been cancelled.

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR

Search Committee Chair Signature:	Date:
--	--------------

TO BE COMPLETED BY DEAN

Dean Signature:	Date:
------------------------	--------------

TO BE COMPLETED BY AVP FACULTY AFFAIRS

AVP Faculty Affairs Signature:	Date:
---------------------------------------	--------------

FACULTY AFFAIRS USE ONLY

Requisition Number:	Search Committee Notified:
<input type="checkbox"/>	SSU Web Posting

INFORMATION ABOUT THE USE OF THIS FORM

This form is used for departmental and administrative approval of the proposed faculty position and recruiting strategy.

Previously Endorsement for Position Opportunity Announcement.

COMPLETE FIELDS AS FOLLOWS

Department Name	Name of hiring department.
Department Number	4 digit department number, as it is stated in PeopleSoft.
Area of Specialization	Area of specialization for this particular recruitment. This section is optional.
Search Committee Chair Name	Name of the person chairing this search committee.
Search Committee Member Names	Names of all the members on this search committee.
Recruitment Type	Choose One: Tenure-Track Instructional Faculty, Lecturer Pool, Coaching, Faculty, Visiting Professor, Librarian (Tenure-Track), Librarian (Temporary), Other.
Forms and Additional Materials	Recruitment Strategy description, Criteria and Interview Questions, Position Duties and Qualifications Ad Request form for any additional ads the department will post.
Distribution of Notifications	Please choose if you would like to distribute the notification described, or if you would like Faculty Affairs to do so.

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)