

**TO BE COMPLETED BY SEARCH COMMITTEE**

|  |  |   |                          |
|--|--|---|--------------------------|
| <b>Department Name:</b>  |  | <b>Department Number:</b>   |                          |
| <b>Area of Specialization:</b> <i>(optional)</i>                                   |  |   |                          |
| <b>Search Committee Chair Name:</b>  |  |   |                          |
| <b>Search Committee Member Names:</b>  |  |   |                          |
| <b>Recruitment Type:</b> <i>(choose one)</i>                                       |  |   |                          |
| <input type="checkbox"/>   | Tenure-Track Instructional Faculty   |   | <input type="checkbox"/> |
| <input type="checkbox"/>   | Librarian (Tenure-Track)   |   | <input type="checkbox"/> |
| <input type="checkbox"/>   | Visiting Professor   |   | <input type="checkbox"/> |
| <input type="checkbox"/>   | Lecturer Pool  |   | <input type="checkbox"/> |
| <input type="checkbox"/>   | Librarian (Temporary)  |   | <input type="checkbox"/> |
| <input type="checkbox"/>   | Other:   |   | <input type="checkbox"/> |
| <input type="checkbox"/>   | Coaching Faculty   |   | <input type="checkbox"/> |
| <b>Forms and Additional Materials:</b>   |  |   |                          |
| <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> |   |                          |
| <b>Distribution of Notifications:</b> <i>(Indicate notification choices below)</i> |  |   |                          |
| <b>Hiring Dept.</b>  | <b>Faculty Affairs</b>   | <b>Notification</b>   |                          |
| <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**

|  |              |
|--|--------------|
| <b>Search Committee Chair Signature:</b> | <b>Date:</b> |
|--|--------------|

**TO BE COMPLETED BY DEAN**

|                        |              |
|------------------------|--------------|
| <b>Dean Signature:</b> | <b>Date:</b> |
|------------------------|--------------|

**TO BE COMPLETED BY AVP FACULTY AFFAIRS**

|                                       |              |
|---------------------------------------|--------------|
| <b>AVP Faculty Affairs Signature:</b> | <b>Date:</b> |
|---------------------------------------|--------------|

**FACULTY AFFAIRS USE ONLY**

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Requisition Number:</b> | <b>Search Committee Notified:</b> |
| <input type="checkbox"/>   | <input type="checkbox"/>          |

**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**

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