

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"/>
<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"/>
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: <i>(Indicate notification choices below)</i>			
Hiring Dept.	Academic Personnel	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 FOR UNIVERSITY PERSONNEL	
AVP University Personnel Signature:	Date:

**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 Academic Personnel to do so.

**QUESTIONS/CONTACT**

If you have any questions about completing this form, please contact [academicpersonnel@sonoma.edu](mailto:academicpersonnel@sonoma.edu).