

**TO BE COMPLETED BY SEARCH COMMITTEE**

|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>Dept. Name:</b>   |                       | <b>Dept. #:</b>       |
| <b>Position Title:</b>   |                       | <b>Req #:</b>         |
| <b>Recommended for Faculty Pool</b> <i>(attach additional pages as needed)</i> |                       |                       |
| <b>Candidate Name:</b>   | <b>PAF/Interview:</b> | <b>Justification:</b> |
|  |                       |                       |
|  |                       |                       |
|  |                       |                       |
|  |                       |                       |
|  |                       |                       |
|  |                       |                       |

**Not Recommended for Faculty Pool/Withdrawals** *(attach additional pages as needed)*

|                        |                |                       |
|------------------------|----------------|-----------------------|
| <b>Candidate Name:</b> | <b>Status:</b> | <b>Justification:</b> |
|                        |                |                       |
|                        |                |                       |
|                        |                |                       |
|                        |                |                       |
|                        |                |                       |
|                        |                |                       |
|                        |                |                       |

**TO BE COMPLETED BY SEARCH COMMITTEE CHAIR**

These recommendations are made in accordance with SSU policies on faculty recruitment, including EEO and diversity.

|           |     |    |
|-----------|-----|----|
| Recommend | Yes | No |
|-----------|-----|----|

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

**TO BE COMPLETED BY DEAN**

These recommendations are made in accordance with SSU policies on faculty recruitment, including EEO and diversity.

|           |     |    |
|-----------|-----|----|
| Recommend | Yes | No |
|-----------|-----|----|

Comments:

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

**TO BE COMPLETED BY AVP FACULTY AFFAIRS**

|          |     |    |
|----------|-----|----|
| Approved | Yes | No |
|----------|-----|----|

Comments:

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

**INFORMATION ABOUT THE USE OF THIS FORM**

This form is used for departmental and administrative approval of the selection logic of candidates interviewed to establish a pool of hiring of temporary faculty.

**EXPLANATION OF TERMS**

|   |  |
|---|--|
| <b>SSU Policy on Faculty Recruitment</b>  | <a href="http://web.sonoma.edu/aa/docs/fa/Temp%20Pool%20Guidelines_edited.pdf">http://web.sonoma.edu/aa/docs/fa/Temp%20Pool%20Guidelines_edited.pdf</a>  |
| <b>EEO (Equal Opportunity Employment)</b> | The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. |

**COMPLETE FIELDS AS FOLLOWS**

|   |   |
|---|---|
| <b>Dept. Name</b>                           | Name of hiring department.  |
| <b>Dept. #</b>                              | 4 digit department number, as it is stated in PeopleSoft.   |
| <b>Position Title</b>                       | Title of position, as it is posted in the Position Opportunity Announcement (POA).  |
| <b>Req #</b>                                | Requisition number of position, as it is posted in the POA.   |
| <b>Recommended for Pool</b>                 | Fill out the following categories for those you would like to recommend for the pool:   |
| <b>Candidate Name</b>                       | Name of candidate you are recommending.   |
| <b>PAF/Interview</b>                        | Choose from dropdown: PAF, Interview, PAF/Interview, N/A  |
| <b>Justification</b>                        | List two to four criteria by number and describe the candidate's skills, knowledge, or abilities related to those criteria, as determined in the screening and interview process, which form the basis for your recommendation. Statements may also focus on the candidate's area of expertise within the discipline. |
| <b>Not Recommended for Pool/Withdrawals</b> | Fill out the following categories for those you would not like to recommend for the pool, or that have withdrawn themselves for consideration:  |
| <b>Candidate Name</b>                       | Name of candidate you are not recommending.   |
| <b>Status</b>                               | Choose from dropdown: X = Not recommended, W = Withdrew   |
| <b>Justification</b>                        | If Status is X: same as justification definition listed above.<br>If Status is W: Indicate the date candidate withdrew and the candidate's reason for withdrawal from consideration, if given.  |

**QUESTIONS/CONTACT**

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