

FACULTY SEARCH AUTHORIZATION FORM
(Page 1: Request)

POSITION INFORMATION

Department _____

Chair _____

Position Requested _____
(Attach justification)

Term (e.g., TT; or 12 credits for Spring 2007) _____

Person being replaced (or new position) _____

Where will you house this person? _____

SEARCH COMMITTEE INFORMATION

Search Committee Members (Division head; member outside of department; at least two department members): _____

Screening Committee Members (if applicable) _____

Department Chair Signature _____ **Date** _____

Division Head Signature _____ **Date** _____

Dean's Endorsement _____ **Date** _____

(When the Dean endorses the search and the committee(s) composition, the second page of this form will be sent to the department for advertising information.)

**FACULTY SEARCH AUTHORIZATION FORM
(Page 2: Advertising)**

POSITION INFORMATION

Department _____

Chair _____

Position Requested _____

SEARCH ADVERTISING INFORMATION

Please include website address or other information to help H.R. place the ad.

Ad copy proposed (attach copy)

Where should H.R. place ads?

PUBLICATION, DATE/EDITION, APPROX. COST

Diversity strategies to be employed (mailing to graduate schools, conference attendance, specialty publications, etc.)

Dean's Endorsement

Date

(When the Dean endorses the advertising strategy, the search may proceed. CVs of the top five finalists must be sent to the dean's office PRIOR to authorization for campus visits.)