

**FACULTY SEARCH AUTHORIZATION FORM
(PAGE 1: REQUEST)**

POSITION INFORMATION

Department _____

Chair _____

Position Requested _____
(Attach justification)

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

Person being replaced (or new position) _____

Where will you house this person? _____

SEARCH COMMITTEE INFORMATION

Search Committee 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 human resources place the ad.

Ad copy proposed (attach copy)

Where should human resources place ads?

PUBLICATION, DATE/EDITION, APPROXIMATE 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.)

**FACULTY SEARCH AUTHORIZATION FORM
(PAGE 3: ACTUAL SEARCH)**

This form is designed as a checklist for you as the authorized search is underway.

POSITION INFORMATION

Department _____

Chair _____

Position Requested _____

RECRUITING OF APPLICANTS (Refer to 0.0.0 Faculty Hiring Guide on website http://www.simpson.edu/academicdean/resources/Faculty_Hiring.doc for details)

- _____ Received SEARCH SUMMARY FORM from academic affairs
- _____ Review of applicants
- _____ Response to applicants (acknowledgment letter)
- _____ Choose 3-5 top candidates
- _____ Check those candidates' references
- _____ Phone/Conference interview
- _____ Send dean CVs of top finalists
- _____ Receive authorization from dean for campus visit
- _____ Schedule Campus Interview
- _____ Final Selection (dean will extend offer, or extend search)
- _____ Receive signed contract
- _____ Send follow-up letter to other finalists
- _____ Expenses submitted to human resources
- _____ All applications, resumes, material sent to human resources within 10 days after search concludes