FACULTY SEARCH AUTHORIZATION FORM
(PAGE 1: REQUEST) *revised 08/17/2020*

POSITION INFORMATION

Department _____

Chair _____

Position Requested (attach justification) _____

Term (e.g., TT; or 12 credits for Spring 2015) _____

Person being replaced (or new position) _____

Where will you house this person? _____

Salary Range _____
(Academic Dean will complete)

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**
Faculty Liaison Council (Faculty Chair)	**Date**
Dean's Endorsement	**Date**
President's Approval	**Date**
CFO	**Date**

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.)

NOTE: No ads will be placed until HR has received completed copies of Page 1 and Page 2.