

Form A: Faculty Search Initiation Request (Faculty Recruitment)
College of Arts and Sciences

Instructions: Please complete this form and submit to the Associate Dean of Faculty in order to initiate a faculty search. Note that the position must be approved by the Provost's Office prior to posting or advertising the position. You will be notified once the position is approved and posted by Human Resources.

Date:

Position Information

Department:

Position Title (e.g. Archaeology of the New World):

Rank:

Title Series:

Proposed DOE and Expected Teaching Load:

Proposed Courses to be taught first year(s) and average enrollments:

Justification for the Position:

(e.g. how will the position contribute to the department's, the College's, and the University's strategic goals and mission)

Position Advertisement Text (attach if needed):

Closing Date for Receipt of Applications (select one):

Date:

Open until filled, review of applications to begin:

Reference Letters (select one):

Note, we recommend soliciting offer letters from short list candidates only.

Solicit from short list only

Solicit from all applicants

Degree Requirements:

Advertising Strategy:

Note that all adds are posted by the University in the following venues:

InsideHigherEd.com

Indeed.com

HigherEdJobs.com

Diverse Issues in Higher Education

InsightIntoDiversity.com

Higher Education Recruitment Consortium

Academic Keys

Latinos in Higher Education

If you would like to advertise elsewhere, please indicate where below and provide a justification:

Diversity Recruitment Plan:

Please provide a description of measures that will be taken to maximize the diversity of the applicant pool.

Search Committee Chair:

Search Committee Members:

Search Committee Chair

Department Chair