

PRE-SEARCH REQUEST TO HIRE TENURE TRACK FACULTY FORM

(To be completed for each Faculty Position)

Position Requested:	Date:
Department:	
Location/Telephone Number:	
Search Committee Membership (list names):	
Department Chairpersons receiving tentative verbal agreement to fill tenure track positions should obtain "hiring packet" and schedule a meeting to review the hiring process with the Office of Social Equity. It is highly recommended that a follow-up meeting with the Search Chairperson/Search Committee and the Director of Social Equity take place as soon as the Department receives this signed approval for the search.	

The following must be submitted with the "Pre-Search Request to Hire Tenure Track Faculty"

- ___ Department Chair provides position advertisement (see Faculty Hiring Procedures Handbook – Advertisement Template). Full text ad will appear on University's website. However, in order to save cost, an abbreviated version will be placed in other forms of publications with a web link to the full position announcement.
- ___ Department Chair provides a Resume Screening Instrument (see Faculty Hiring Procedures Handbook).
- ___ Department Chair provides the Diversity Recruitment Plan (see Faculty Hiring Procedures Handbook).

JUSTIFICATION FOR REQUEST – Must be filled in – Examples: 11-B Hires; Cannot meet student program requirements without substantial use of Temporary hires; replacing retired faculty member position.

APPROVALS SIGNATURES

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

Social Equity: _____ Date: _____

Social Equity returns form to Dean's Office and department requesting hire. The Department requesting the hire may now place the approved advertisement. Any modification to the initial approved documentation must be RESUBMITTED to the Office of Social Equity for consideration and approval.

Department Search Committee Chair must schedule a meeting with the Office of Social Equity to discuss the Hiring Procedures and Diversity recruitment Plan.

Date of Scheduled Meeting: _____