

**INSTRUCTIONAL AND ADMINISTRATIVE/PROFESSIONAL
RECRUITMENT FORM**

POSITION INFORMATION

- 1. Date _____
- 2. Department _____
- 3. Title of Position _____
- 4. Search Chairperson _____
- 5. Search Committee _____
- 6. Type of Appointment:
 Instructional Faculty Full-time _____ Part-time _____
 Administrative/Professional Faculty _____
- 7. Contract Type: Teaching & Research
 7.a. Instructor: 9/10 month _____ 11/12 month _____ Other _____
 Faculty Rank: _____ Tenure Track _____ or Restricted _____
 7.b. Administrative/Professional: 9/10 month _____ 11/12 month _____
- 8. Position is: New _____ Replacement _____ (Check one)
 If a replacement Replacing _____ Termination Date _____
- 9. Budget account # for position funding _____

RECRUITMENT AND ADVERTISING

- 1. Type of Recruitment: Open to the Public _____
- 2. Attach the proposed text of the advertisement.
- 3. Advertisement Area: Local/Regional _____ Statewide _____ Nationwide _____
- 4. Publications to be used _____

- 5. Budget account # for recruitment advertising _____

APPROVAL SIGNATURES FOR POSITION RECRUITMENT

- 1. _____
Director/Department Chair/Supervisor
- 2. _____
Dean (If Applicable)
- 3. _____
Provost/Vice President/Chief of Staff
- 4. _____
Chief Budget Officer
- 5. _____
Director of EO & Faculty Recruitment

APPOINTMENT RECOMMENDATION

Director of Equal Opportunity & Faculty Recruitment completes this section following interviews and receipt of information from the Search Committee.

Note:

- **The Office of the Provost extends offers for employment for instructional faculty following receipt of approval signatures.***
- **Director of Equal Opportunity & Faculty Recruitment extends offers for employment for administrative and professional faculty following receipt of approval signatures.***

Search Committee Chairperson _____

Proposed date of appointment _____

Proposed Salary Rate _____

Name of candidate selected _____

Position # _____

Faculty Rank _____

APPROVAL SIGNATURES FOR HIRING*

1. _____
Dean (If Applicable)

4. _____
Director of EO & Faculty Recruitment

2. _____
Provost/Vice President

5. _____
Chief of Staff

3. _____
Chief Budget Officer

EXTENDING THE OFFER

- **The Office of the Provost extends offers for employment for instructional faculty following receipt of approval signatures.***
- **Director of Equal Opportunity and Faculty Recruitment extends offers for employment for administrative and professional faculty following receipt of approval signatures.***

Offer Extended _____
(Date)

Offer Accepted _____
(Date)

Hire Date _____
(Date)

HR Notified of Hire _____
(Date)