Appendix N: On-Campus Interview Request Form (2012-13)

Use as cover sheet for permission to hold on-campus public interviews for an approved faculty position.

Position Title_____Position No. _____

Department/Division _____Start Date _____

Proposed Title/Rank: ☐ Professor ☐ Associate ☐ Assistant ☐ Sr. Lecturer ☐ Lecturer ☐ Other

If other, please specify _____

Active Status: ☐ Full Time ☐ Part Time Length of Term _____

Total Number of Applicants: _____ Male_____ Female _____

Current faculty composition of department/unit (all full-time faculty):

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								

---------- TO BE COMPLETED BY IAE ----------

Short List/Prospect Composition

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								

Proposed On-Campus Interview Pool

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								

ATTACH:

1. Summary of Search: Comments on Recruitment plan. If the proposed final pool does not reflect significant quality or diversity, the committee and the Department/Divisional Chair should justify why the search should continue.
2. Files (application letter, vitae, and letters of recommendation) of proposed finalists and candidates from the "short list/prospects." The short list/prospects will include the proposed on-campus interview pool.
3. Provide names of all candidates on the short list/prospects. If known, include race and sex.
4. Provide a rationale for selecting each candidate included in the proposed final on-campus interview pool.

Primary Contact Person _____ Phone _____

Chair of Search Committee _____ Phone _____

AUTHORIZATION (in the following order):

This candidate pool satisfies University Policy 6.7.

IAE Review and Acceptance per UPM 6.7_____Date _____

Dean Approval _____ Date _____

Provost Approval _____ Date _____