

## Appendix N: On-Campus Interview Request Form (2017-18)

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  
 [ ] Professor of Practice If other, please specify \_\_\_\_\_

Active Status: [ ] Full Time [ ] Part Time Length of Term \_\_\_\_\_

Total Number of Applicants: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_

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 \_\_\_\_\_