

**TO BE COMPLETED BY SEARCH COMMITTEE**

<b>Dept. Name:</b>		<b>Dept. #:</b>
<b>Position Title:</b>		<b>Req #:</b>
<b>Members of the search committee:</b>		
<i>Chair</i>		
<b>Candidates proposed for interviews:</b>		

<b>Temporary Pools Only: List candidates with prior SSU experience.</b>	
<b>Candidate Name:</b>	<b>Evaluate by PAF and/or Interview</b>

<b>Alternate Candidates:</b>		

**TO BE COMPLETED BY SEARCH COMMITTEE CHAIR**

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
<b>Search Committee Chair Signature:</b>					<b>Date:</b>

**TO BE COMPLETED BY DEAN**

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
<b>Dean Signature:</b>					<b>Date:</b>

**TO BE COMPLETED BY AVP FACULTY AFFAIRS**

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
<b>AVP Faculty Affairs Signature:</b>					<b>Date:</b>

**INFORMATION ABOUT THE USE OF THIS FORM**

This form is used for departmental and administrative approval of the proposed interview group for all faculty searches. It also serves to record the search committee membership and recruiting actions taken.

Do not contact candidates for interview until form has been approved!

**COMPLETE FIELDS AS FOLLOWS**

<b>Dept. Name</b>	Name of hiring department.
<b>Dept. #</b>	4 digit department number, as it is stated in PeopleSoft.
<b>Position Title</b>	Title of position as it is posted in the Position Opportunity Announcement (POA).
<b>Req #</b>	Requisition number of position as listed on the POA.
<b>Members of the search committee</b>	List the names of those serving on this search committee.
<b>Candidates proposed for interviews</b>	List names of those being proposed for interviews
<b>Temporary Pools Only</b>	List candidates with prior SSU experience.
<b>Candidate Name</b>	Name of candidate with prior SSU experience.
<b>PAF</b>	Indicate if committee will be reviewing Personnel Action File (PAF).
<b>Interview</b>	Indicate if candidate will be interviewed
<b>Alternate Candidates</b>	Indicated candidates that qualify as alternates.

**QUESTIONS/CONTACT**

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)