

SEARCH REPORT FORM - FACULTY AND ACADEMIC PROFESSIONALS

This form must accompany all appointment forms for the regular (non-visiting) faculty and regular professional researchers, professional specialists, and professional librarians



Clear Form

SECTION I: POSITION AND CANDIDATE INFORMATION

Department _____ Date Search Initiated _____
Name _____ Proposed Rank _____
Gender _____ Ethnicity/Race _____ Appt Start Date _____ Job Req. # _____

SECTION II: APPLICANT POOL

1. If the advertisement for this position was not posted in AHIRE, please attach a detailed description of the position or a copy of the advertisement.
2. Describe the department's efforts to advertise the position. Please list specific journals or websites where the advertisement was posted and provide the names of any individuals or associations contacted to ensure the development of a diverse pool of candidates.
3. Submit a PDF copy of the Search Report found in the Reports tab of your advertisement in AHIRE. Before you run the report, please be sure to disposition all applicants properly.
4. Attach a list of the chair and members of the search committee, if applicable.

SECTION III: APPROVAL

The search and selection process complied with all University policies for faculty and staff appointments, including affirmative action and equal opportunity policies.

Search Officer's Signature: _____ Date _____

Signature of Chair, Director, or University Librarian: _____ Date _____