**FACULTY RECRUITMENT FORM**

**Human Resources**

<table>
<thead>
<tr>
<th><strong>A</strong></th>
<th>Position Title ___________________________________</th>
<th>Department _____________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position is:</strong></td>
<td>☐ Full-Time, Tenure-Track</td>
<td>☐ Temporary</td>
</tr>
<tr>
<td><strong>Position begins</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Search Chair</strong></td>
<td>Semester</td>
<td>Year</td>
</tr>
<tr>
<td><strong>Search Committee</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recruitment Sources (include contact name, address, phone/fax numbers, deadline, approximate cost)**
Please note: Human Resources may not pay for all recruitment sources listed.

1. __________________________________________________________
   __________________________________________________________

2. __________________________________________________________
   __________________________________________________________

3. __________________________________________________________
   __________________________________________________________

**Action Taken by Personnel Services on recruitment sources:**

1. __________________________________________________________
   Date: __________  Cost: __________  Budget Number to be charged: __________

2. __________________________________________________________
   Date: __________  Cost: __________  Budget Number to be charged: __________

3. __________________________________________________________
   Date: __________  Cost: __________  Budget Number to be charged: __________

**Received agreement on finalized advertisement copy and recruitment plan from search chair on __________.**

Date

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Distribution: Human Resources (white)  Search Chair (canary)
FACULTY RECRUITMENT FORM INSTRUCTIONS

A Faculty Recruitment Form must be completed before any recruitment can be initiated.

SECTION A
• Enter the position title and department name.

• Check the status of the position.

• Indicate the semester and year the position begins.

• Enter the name of the individual who will be managing the search.

• Enter the names of the search committee members. The search committee members are those individuals who will be involved in the entire selection process.

SECTION B
• List the recruitment sources, including minority recruitment sources. Be certain to list the source name, contact name, address, phone/fax numbers, deadline and approximate cost.

SECTION C
• This section will be completed by Human Resources.