

**#1 REQUEST FOR AUTHORIZATION TO SEARCH**

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Title/Rank:** \_\_\_\_\_

**Appointment:** Tenure Track ( )                      Temporary ( )

**Projected Date of Appointment:** \_\_\_\_\_

**Summary of Proposed Position Description:**

**Minimum Required Qualifications :**

**Additional Preferred Qualifications :**

**Assessment of Department's Position Relative to Colleges' diversity and equal opportunity plan:**

**Departmental Report on Efforts to Recruit and Retain Women and Minority Faculty in Recent Searches:**

**Search Plan:** Attach:

- (i) Copies of proposed position announcement/advertisement;
- (ii) List of publications, organizations and other resources through which the department plans to circulate the position announcement; and
- (iii) Description of steps to be taken to maximize the identification and recruitment of qualified women and minority candidates for the position.

**Chair's Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean of Faculty & Provost Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Comments/Notes:**