

To be stapled to the top of each candidate's folder that is forwarded to request permission to interview and to hire.

APPROVAL FOR INTERVIEW AND HIRE
(Candidate for Faculty or Other Unclassified Position)

Name
Rank and Discipline [or title]
Non-tenure Track, Tenure Track or Multi-Year
Department and College
Person Replaced
Beginning Date of Appointment
Anticipated Salary

I request permission to interview this candidate.
Chair, Search Committee
Date

Approvals (obtain in order listed):

Dean/College
Date
EEO Representative (to verify that the search followed EEO principles)
Date
Vice President
Date

This section to be completed at time recommendation is made to offer (or not) position. Complete either A or B as appropriate.

A. I certify that proof of highest degree is in candidate's folder; and recommend offering the position as follows
Rank [or Title]
Non-tenure Track
Multi-Year
Tenure Track
Administrative
Date of Appointment
months
Salary
(9,10.5, or 12)

other details for letter of offer
(If credit toward the probationary period for tenure is granted, please indicate here; and if applicable, enter degree completion requirements.)

I recommend offering the position to this candidate for the following reason(s):

B. This candidate is not being recommended for hire for the following reason(s):

Chair, Search Committee
Date
Dean/College
Date

Conditions surrounding the selection process for the final candidate have been reviewed for compliance with EEO policies and procedures.

EEO Representative
Date

I approve the reason(s) for not offering position to this candidate.
Vice President
Date

Permission is granted to offer the position as described above to this candidate.

Vice President
Date
President
Date