FULL-TIME FACULTY SEARCH
Tenure-track OR Visiting

Department or Program: _____________________________________________________________

Position Rank: ___________________________________________________________________

Academic Specialization: ___________________________________________________________

Tenure Track? ______________    Visiting? _____________________________________________

Starting Date:  September 1, 20 ____     Expected salary range, if known: ________________

1. Proposed search committee members (including a representative from the administration, for
tenure-track searches) and committee chair:
___________________________________________________________________________
___________________________________________________________________________

2. Briefly describe the basic qualifications, special skills, and fields of expertise sought:
__________________________________________________________________________
__________________________________________________________________________

3. Attach copy of the proposed position advertisement (Note: For tenure-track searches, the
advertisement must be approved by the Provost and Lynn Olson before placement). List
places and dates of desired placement.
__________________________________________________________________________
__________________________________________________________________________

4. What special efforts will be made to recruit women and minorities?
__________________________________________________________________________
__________________________________________________________________________

5. The provost’s office will cover search costs (advertising, transportation, accommodations, etc.)
up to $3,000 unless a different amount is approved by the provost.

Department Chair ___________________________________________ Date_______________

Provost ___________________________________________ Date_______________________

Director of HR/Affirmative Action ________________________________ Date ______________
(not needed for one-year visiting appointments)